USER GUIDE

Develop'it
46, rue Saint Antoine
75004 PARIS - France
roomingit@developit.fr

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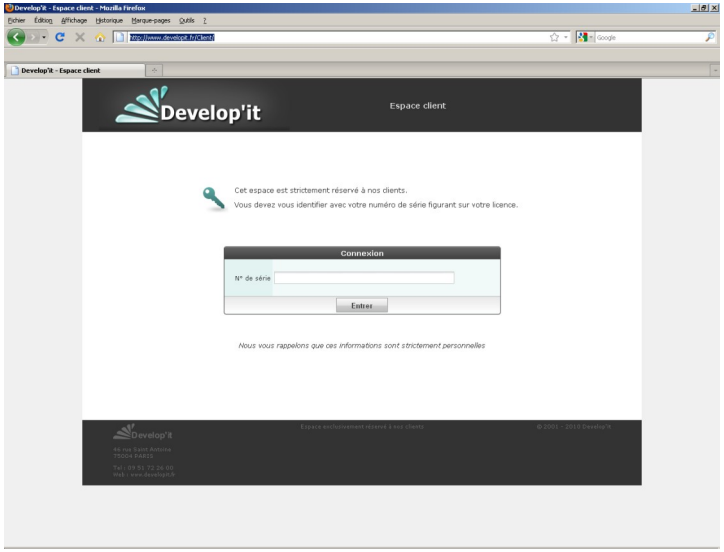
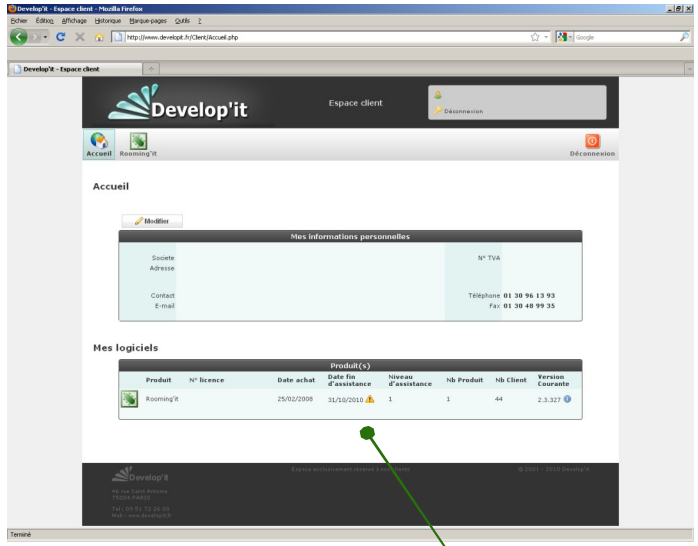
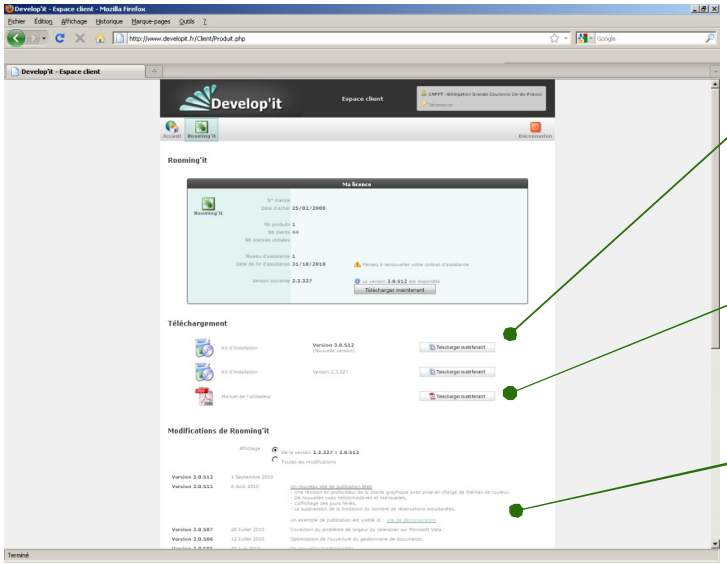
Before accessing to your client web area (http://www.roomingit.com) bring your license number.


Develop'it
Espace client
Cet espace est strictement réservé à nos clients.
Vous devez vous identifier avec votre numéro de série figurant sur votre licence.
Connexion
N° de série
Entrer
Nous vous rappelons que ces informations sont strictement personnelles



An alert about maintenance is shown like this.



Here you can download the last version of the installation kit that you can pretend.

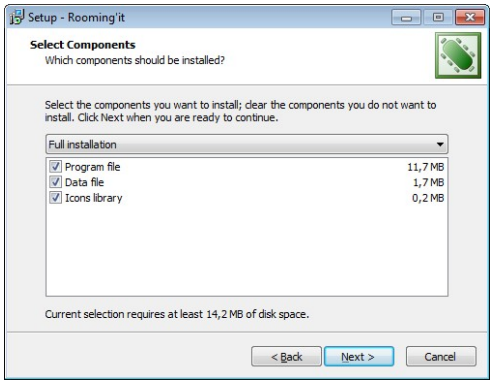
You can also download the latest versions available of the user guide.

You can view all updates and enhancements done in the differents versions.

Before installing the licensed version of the software, you should uninstall the demonstration version (« Add/Remove a program » on the Control panel). Then delete the following directory:

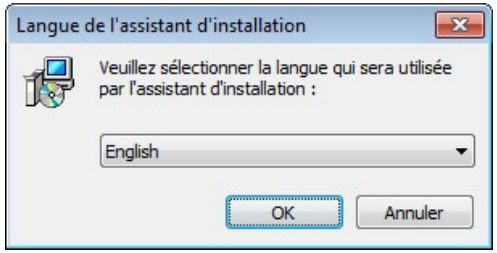
On XP: `C:\Program Files\Developit\RoomingDemo\`
On Vista or 7: `C:\Programs\Developit\RoomingDemo\`

The uninstall process does not delete this automatically (this is your data attached to the demonstration version)


Setup - Rooming'it
Select Components
Which components should be installed?
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.
Full installation
Program file 11,7 MB
Data file 1,7 MB
Icons library 0,2 MB
Current selection requires at least 14,2 MB of disk space.
< Back
Next >
Cancel

1 Install the software with both options « Program file » , « Data file » and « Icons library » checked

To do that, launch the installation kit provided on the CD-Rom:
And choose the language of your choice:



During the installation, an initialisation file « Roming.ini » is created. This file memorise the path to the database, the extra directories and the windows settings of the application. This file is created in the Rooming'it's installation directory.

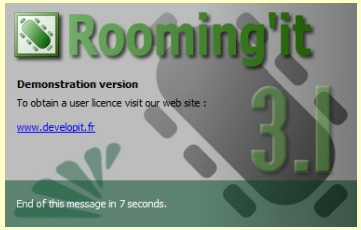
2 Start Rooming'it and work on settings

First, go to the « File » menu and « Setup » sub menu, to enter the license number we sent you (written in the license document).

If the demonstration software requires a password, enter the letter « d » then press « Enter » to validate.

In the licensed version, no password is required the first time you start the software.

A non licensed or a demonstration version will show the following window during 10 seconds when you start and when you quit the application:



To avoid this message, enter your license number for the software (Menu « File », sub-menu « parameters ».

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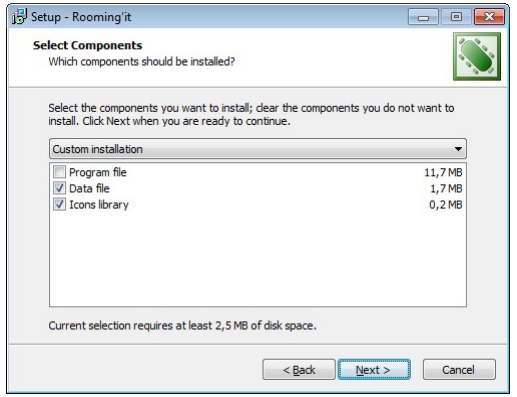
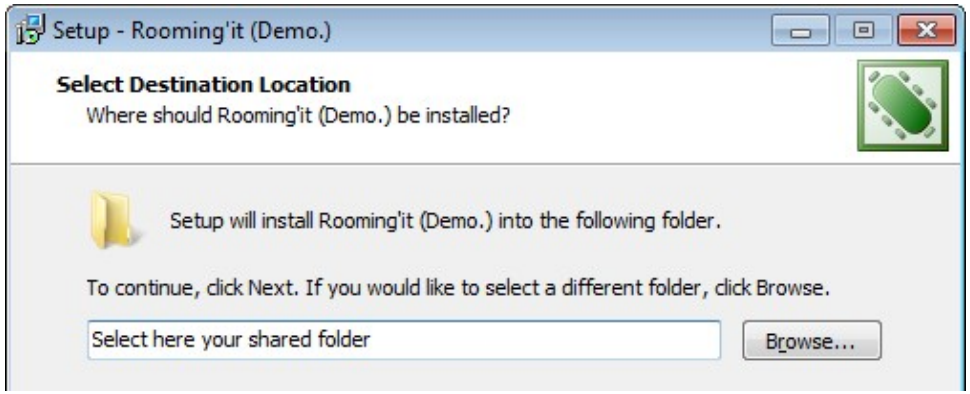
1 Start the first installation from the server with the options « Data file » and « Icons library » (without the other option « Program file »)

To do that, launch the installation kit provided on the CD-Rom:


Setup - Rooming'it
Select Components
Which components should be installed?
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.
Custom installation
Program file 11,7 MB
Data file 1,7 MB
Icons library 0,2 MB
Current selection requires at least 2,5 MB of disk space.
< Back
Next >
Cancel

This operation will install all the data and will create all extra directories that are necessary to the software.

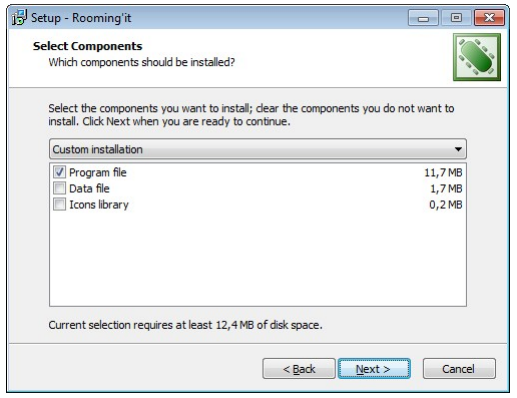
When required, select the path to your shared folder on the server (Step: Select Destination Location).


Setup - Rooming'it (Demo.)
Select Destination Location
Where should Rooming'it (Demo.) be installed?
Setup will install Rooming'it (Demo.) into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
Select here your shared folder
Browse...

This directory on the server must be shared in read and write options, that will authorise all client stations to access it using a path like \\ServerName\ShareName\ or by using a network drive that you can connect when opening the session.

2 Install the clients stations without the options « Data file » and « Icons library »

To do that, launch the installation kit provided on the CD-Rom:


Setup - Rooming'it
Select Components
Which components should be installed?
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.
Custom installation
Program file 11,7 MB
Data file 1,7 MB
Icons library 0,2 MB
Current selection requires at least 12,4 MB of disk space.
< Back
Next >
Cancel

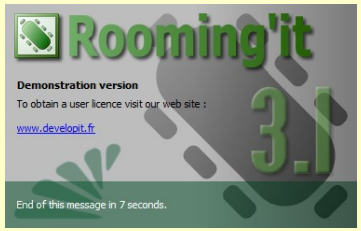
Note: You can choose your preferred language to each client station.

3 On each and every client station, launch Rooming'it for the first time and select the path to the file Data.mde over the network, and all paths to extra directories (Extras, Icons, Images and Documents)

This process will create an initialisation file « Rooming.ini » that will store the path to the database file Data.mde and to the resources directories of the application.

Remark: after the installation of the first client station and its first launch, you can get the file Rooming.ini created in that station. You can then copy it at the same place onto other clients stations. That file is located and should be located to the default directory:
« `C:\Program Files\Develop\Rooming\` » or the one defined during the installation.

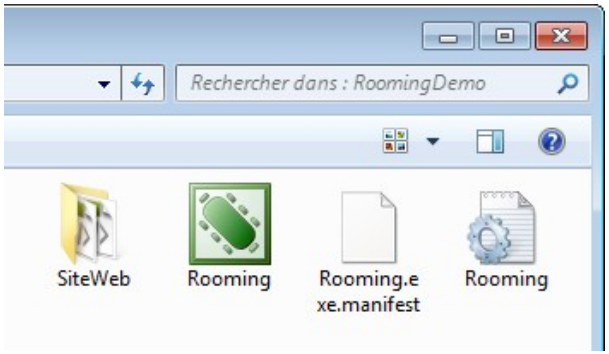
A non licensed or a demonstration version will show the following window during 10 seconds when you start and when you quit the application:



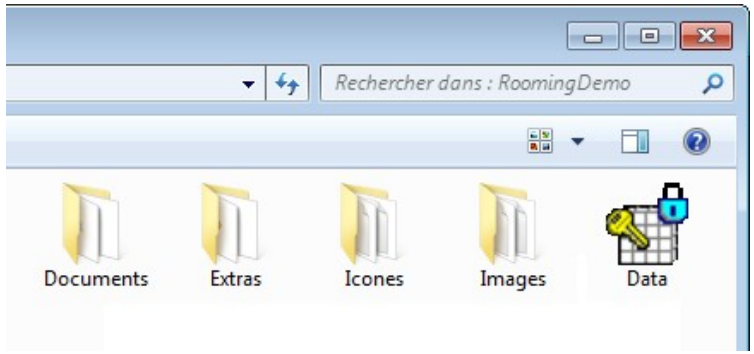
To avoid this message, enter your license number for the software (Menu « File », sub-menu « Parameters ».

At the end you should have the following configuration

On the client station



On the database server



4 Define the personalisation setting of the software

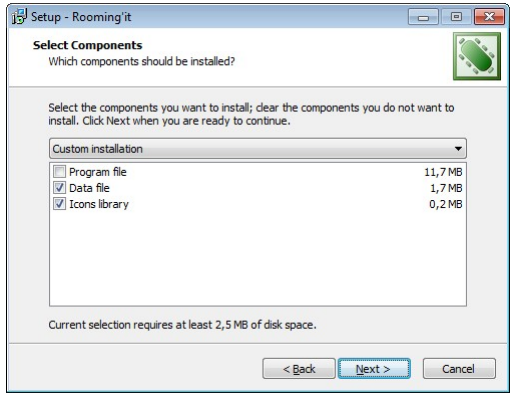
First, go to the « File » menu and « Setup » sub menu, to enter the license number we sent you (written in the license document).

Then login as an « Administrator » in Rooming'it from a client station, and create the users accounts and passwords (see section : « create and modify users accounts »).

All settings must be prepared for your company and your personal organisation, do not hesitate to take some time and think about it.

1 Start the first installation from the server with the options « Data file » and « Icons library » (without the other option « Program file »)

To do that, launch the installation kit provided on the CD-Rom:


Setup - Rooming'it
Select Components
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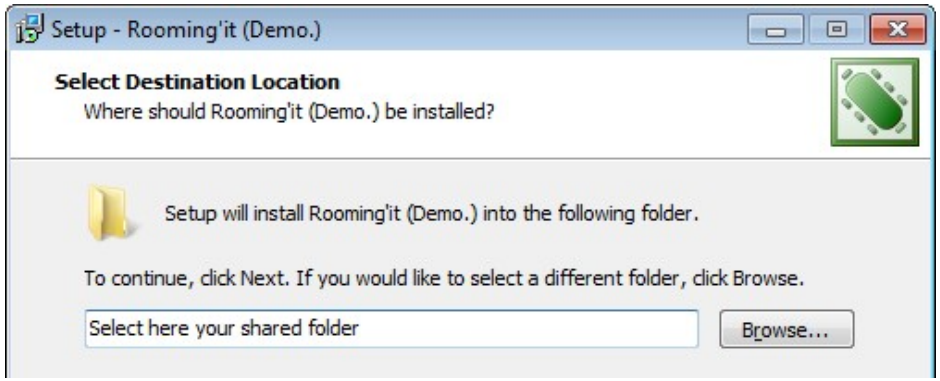
< Back
Next >
Cancel

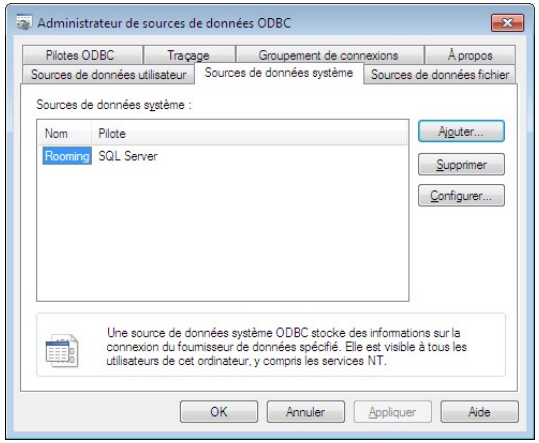
This operation will install all the data and will create all extra directories that are necessary to the software.

When required, select the path to your shared folder on the server:


Setup - Rooming'it (Demo.)
Select Destination Location
Where should Rooming'it (Demo.) be installed?
Setup will install Rooming'it (Demo.) into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
Select here your shared folder
Browse...

This directory on the server must be shared in read and write options, that will authorise all client stations to access it using a path like \\ServerName\ShareName\ or by using a network drive that you can connect when opening the session.

2 Define the system data source on each desktop client (with the ODBC driver: SQL Server)



Remarque : pour les paramètres de connexion à la source de données présente sur le serveur SQL, contactez votre administrateur réseau qui vous précisera les paramètres spécifiques pour atteindre et configurer cette connexion (Nom du serveur SQL, Nom de la base, méthode d'autorisation d'accès notamment).

Pour installer la base vierge sur le serveur SQL : demandez à votre administrateur de base de données de nous contacter.

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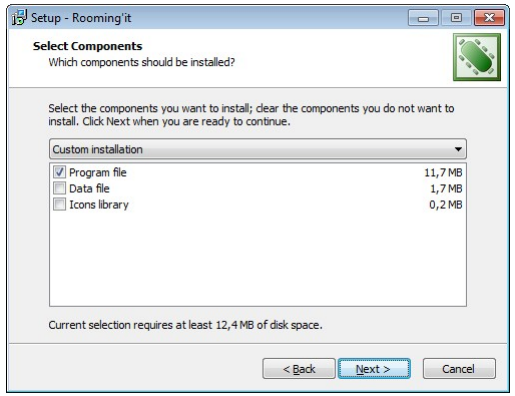
3 **Install the clients stations without the options « Data file » and « Icons library »**

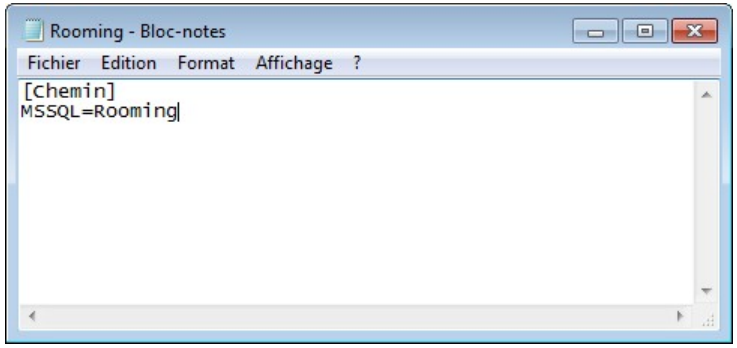
To do that, launch the installation kit provided on the CD-Rom:

Note: You can choose your preferred language to each client station.


Setup - Rooming'it
Select Components
Which components should be installed?
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.
Custom installation
Program file 11,7 MB
Data file 1,7 MB
Icons library 0,2 MB
Current selection requires at least 12,4 MB of disk space.
< Back
Next >
Cancel

4 **Créez un fichier dénommé Rooming.ini dans le répertoire d'installation par défaut puis à l'aide d'un bloc notes inscrivez sur deux lignes dans ce fichier :**

[Chemin]
MSSQL=Rooming



« Rooming » is the name of the data source defined at step 2. You have to create this file in the default directory « `C:\Program Files\Develop\Rooming\` » or the directory you selected during the desktop installation process at step 3.

5 On each and every client station, start Rooming'it for the first time and select the path to the file Data.mde over the network, and all paths to extra directories (Extras, Icons, Images and Documents)

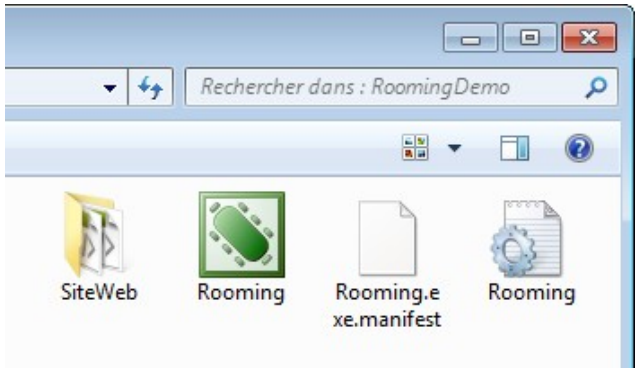
This process will create an initialisation file « Rooming.ini » that will store the path to the database file Data.mde and to the resources directories of the application.

Remark: after the installation of the first client station and its first launch, you can get the file Rooming.ini created in that station. You can then copy it at the same place onto other clients stations. That file is located and should be located to the default directory:

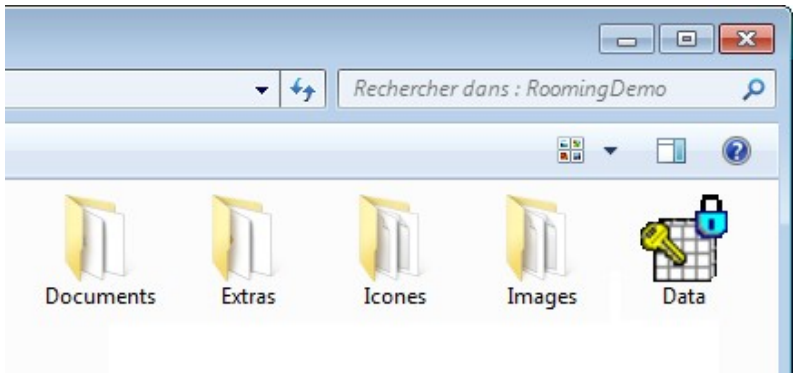
« `C:\Program Files\Develop\Rooming\` » or the one defined during the installation.
(Sous Vista ou 7 le chemin peut se présenter de la façon suivante : `C:\Programmes\Develop\Rooming\`).

At the end you should have the following configuration

On the client station



On the database server



6 Define the personalisation setting of the software

Then login as an « Administrator » in Rooming'it from a client station, and create the users accounts and passwords (see section : « create and modify users accounts »).

All settings must be prepared for your company and your personal organisation, do not hesitate to take some time and think about it.

The default screen when the application starts shows all reservations of the current day.

Parameters and main functions

Selection of the group of rooms, to limit the number of columns

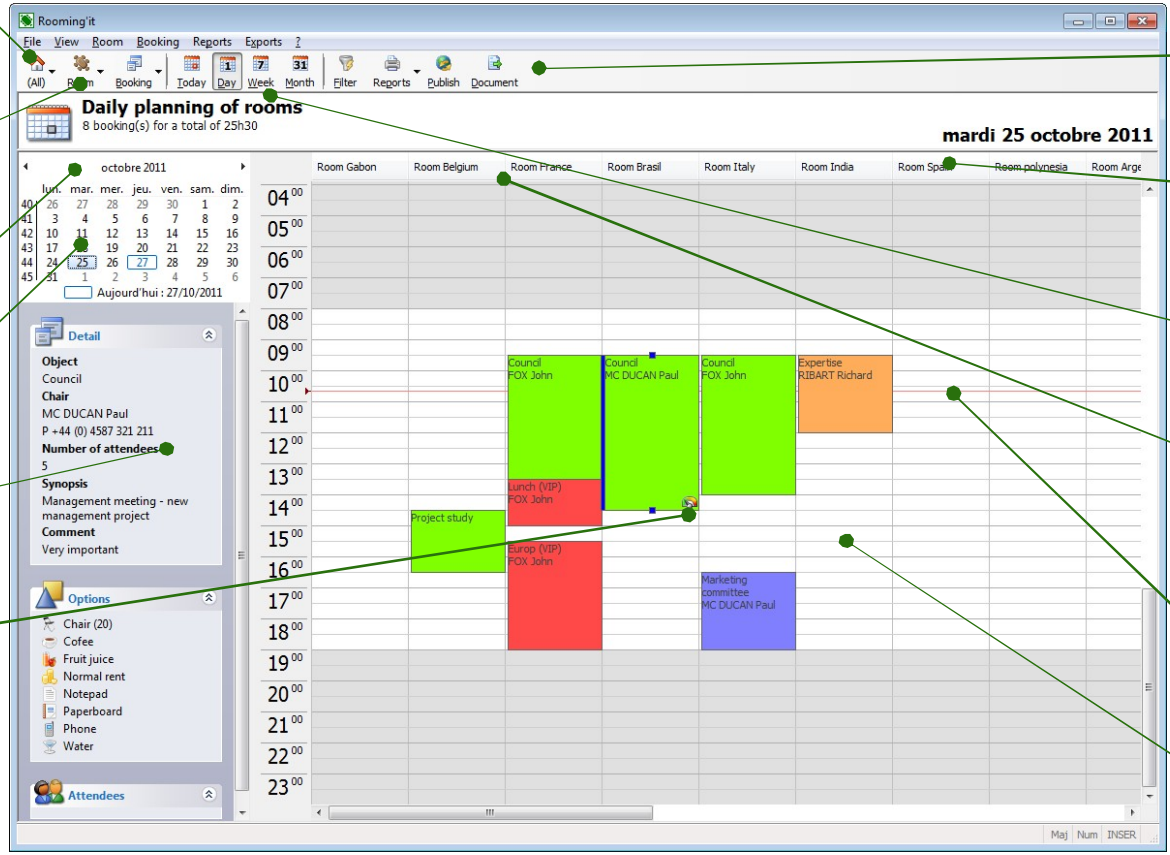
Months selection

Single click day selection

Detail of the selected reservation

Marker that shows the selected reservation (detailed on the left side window)

You can select an other reservation by simply clicking on it



Quick access buttons for main functions of the application

Room header, double click on this header to access to room form details

View selection (daily, weekly or monthly)

You can change the rooms order by a simple drag and drop (only available for admins)

Current hour
Updated every minutes

Room's reservations for the current day

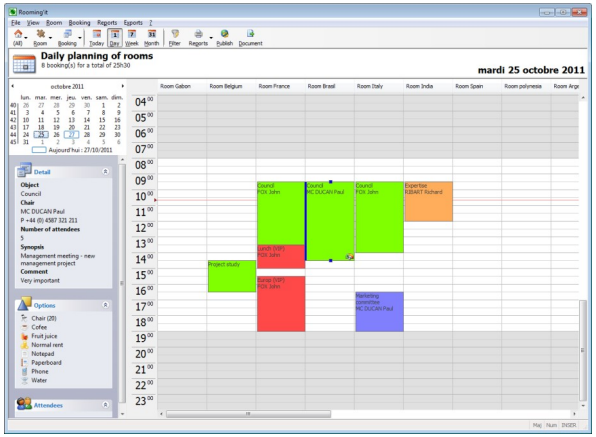
The network version of the software shares the reservations scheduled and let the users in charge of the reception or logistic manage them.

Colour codes lets you quickly identify the status of each reservation. These colours may be associated with labels to qualify reservations. They are totally customisable - see next pages : « settings ».

Main screen (1/2)

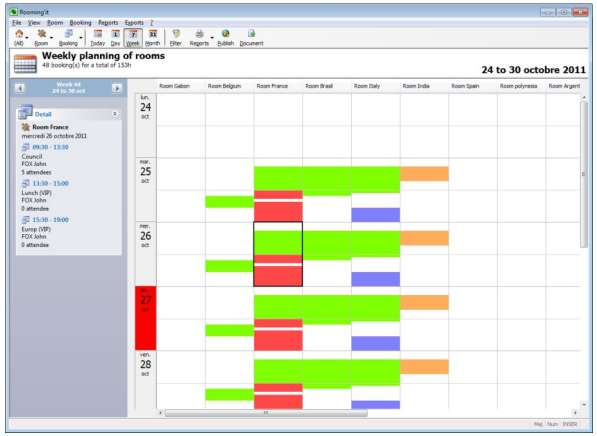
Three view modes are available: detailed day view, synthetics week and month view.

Detailed day view



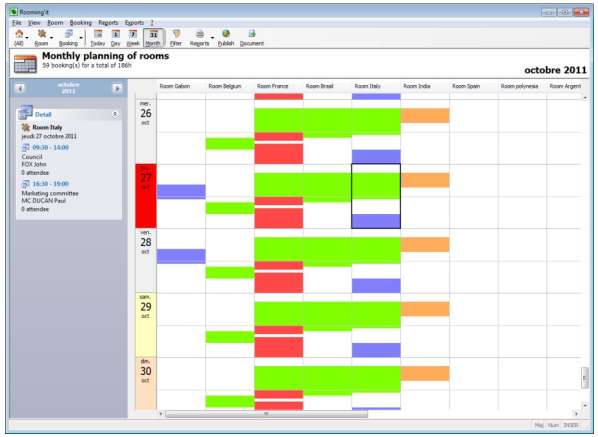
This view let you manage the reservations: creation or modification of a reservation, drag with the mouse of a reservation (change of a room or of a duration).

Synthetic week view



This view lets you visualise the availability or the occupation of rooms starting the first day of the week, and week by week.

Synthetic month view

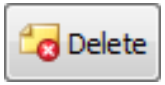


This view lets you visualise the availability or the occupation of the rooms starting the first day of the month, month by month.

- Only the day view lets you create or modify a reservation.
- You can quickly change the current view to another with the dedicated buttons [Today], [Week] and [Month] on the top of the window.
- In the week or month view, you can get back to the day view by double clicking on the desired day.
- In the week view, a little red line shows the current time.
- The cell content « day/room » in the week or month view will only show the reservations scheduled in the working hours defined in the main settings of the application.
- The button « Today » lets you get back automatically to the current day (in red).

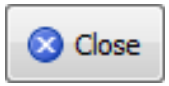
Standards buttons

Add an element to a file or a list.



Remove the selected element.

Let you access to the modification form for the selected element.



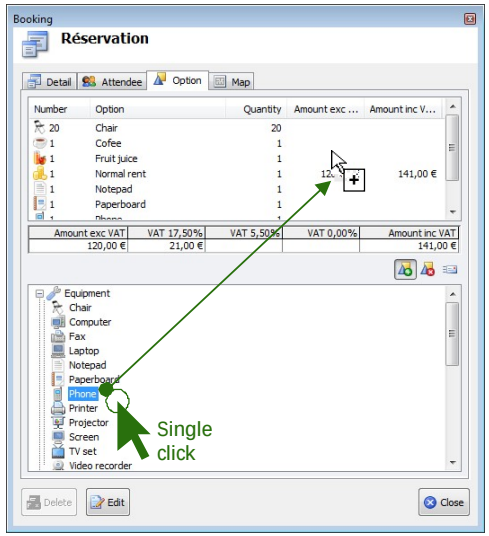
Close the current window and get back to the main window of the application.

Main screen calendar

To select a date you just have to click on the desired day. The left and right arrow buttons will let you change the month.
The current day is circled.

The screen will be automatically refreshed to show the reservations at this new date.

Principals of « Drag and Drop »



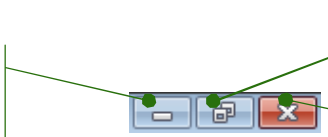
1. **Left click** on the object you would like to drag **and stay pressed** with the mouse button,
2. **Drag** the mouse to the other place in the current window.
(here on the top)

When the « + » symbol appears near the mouse cursor, **release the button**, the object is **dropped**.

This manipulation let you add or remove options or attendees from a reservation, by dragging and dropping them respectively from the bottom to the top and the top to the bottom.

- The software can be set in standby mode with the button « Reduce » in the top right corner of the software window…

This is the « Reduce » button. It will hide the software from the screen but remains active, you can see it in the task bar on the bottom of the screen



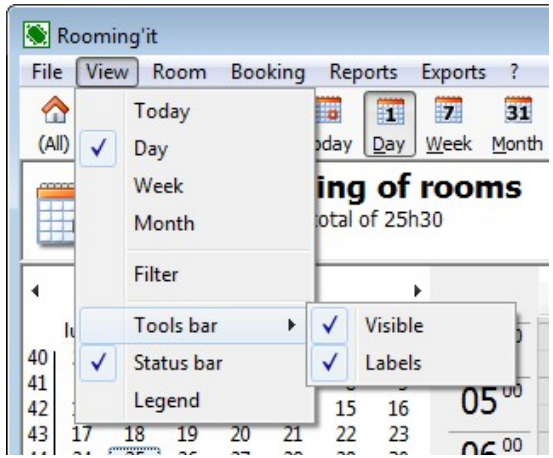
This button will expand the window to the size of your screen

This button will close the application

- …it can be reactivated at all time by clicking on the Windows task bar.

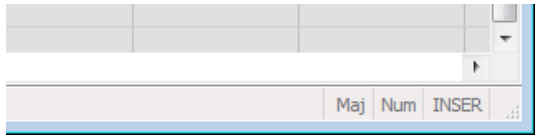
The View menu

The View menu lets you personalise the main window of the application, showing or not the menu bar, with or without labels, with or without status bar.

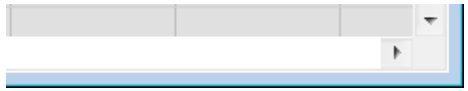


View with or without status bar

Status bar visible



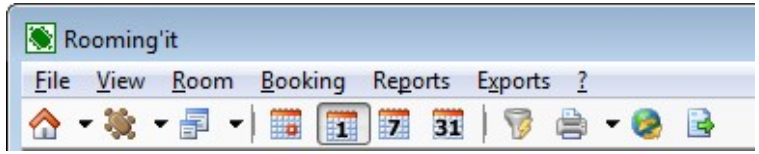
Status bar not visible



View with or without labels

Showing the labels

Not showing the labels



« Main » tab

You can enter the main address of your company and set up your preferences in the software.

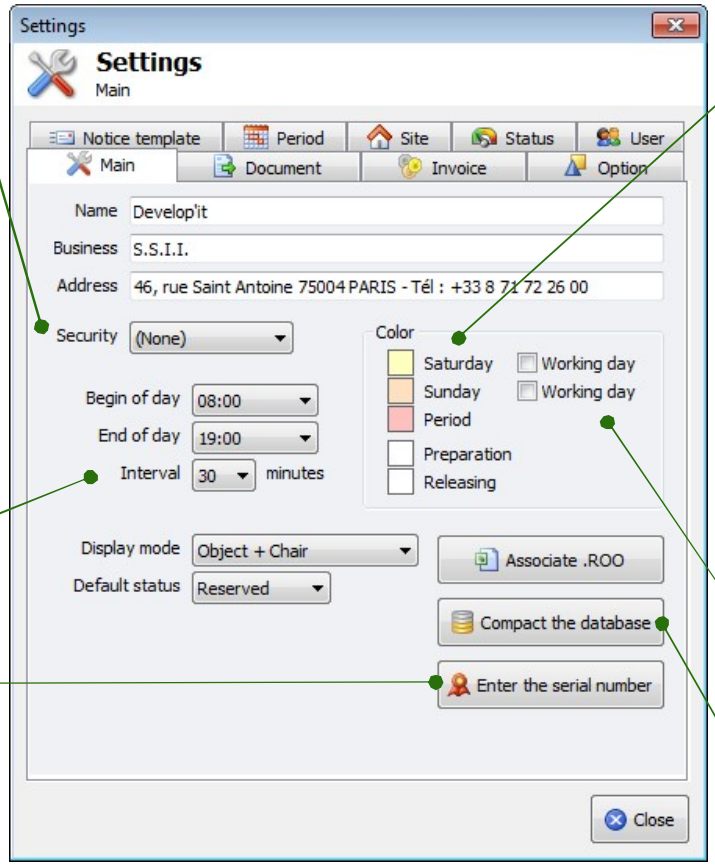
« (None) » mean that the software gives a full access with a default « administrator » authorisation.

« System » mean that Rooming'it will check if the user account used as the Windows login exists in the Rooming'it's users list. In this case, the software will start without asking for a password. If the user account is not declared, a password is asked (see below).

« Rooming'it » mean that a password will be systematically asked during the software opening.

Minimum intervals in minutes for the bookings: 5mn, 10mn, 15mn, 20mn, 30mn or 60mn.

Let you enter the serial number delivered in the license.



You can change colours for Saturdays, Sundays and bank holidays by simply clicking on the corresponding coloured square.

Define if you want to see an alert when a periodic reservation is booked on a non working day.

Delete from the database all unnecessary temporary elements. This will reduce the size of the database file (Data.mde). We recommend to do a backup of the file Data.mde before starting this process. Not for SQL Version.

Attention: while your serial number is not entered, the starting window will stay opened during 10 to 15 seconds.

Explanation of information fields

- Begin of day: minimal hour to start the reservations.
- End of day: maximal hour for the end of the reservations.

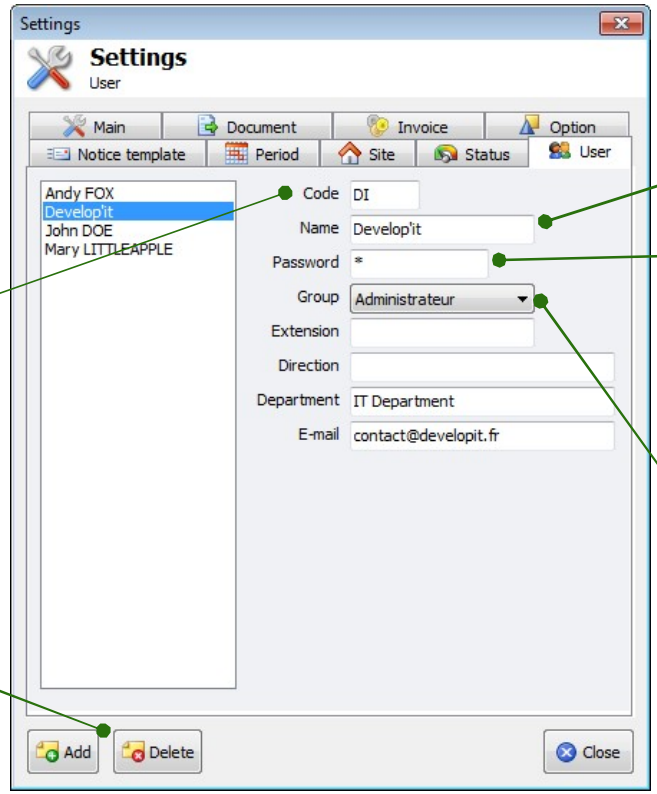
You will be able to organise some reservations outside of these limits.
The only effect of this setting is to show a grey background for the hours outside of the normal working hours.

- Interval: shows the interval in minutes for the reservations.
- Display mode: choice for the reservation's label contents.
- Default status: this list depends on what you declared on the « Status » tab, this will be the default status applied to a reservation during the creation.

«User » tab

In the « File » menu, « Setup » sub-menu, you will be able to manage general settings of the software.

The application identify 3 users categories:



The code associated to the user name and password must be unique.

Add or remove a user from the list.

In a « System » strategy, enter here the system user accounts of the users.

Password are used to access to the software when a « Rooming'it » strategy has been set up. This is this password that identifies the user. Be careful that all password must be unique and cannot be left as « blank ». Set up a password even in a System strategy (it can be different to the one from the domain.

By using this drop down list, you can define the user's group.

Available users categories

- Administrateur: means **Administrator**. This user group gives all rights within the software, in particular the rights to access to the settings. The administrator is the only one who is allowed to create new users and manage the settings of the application.

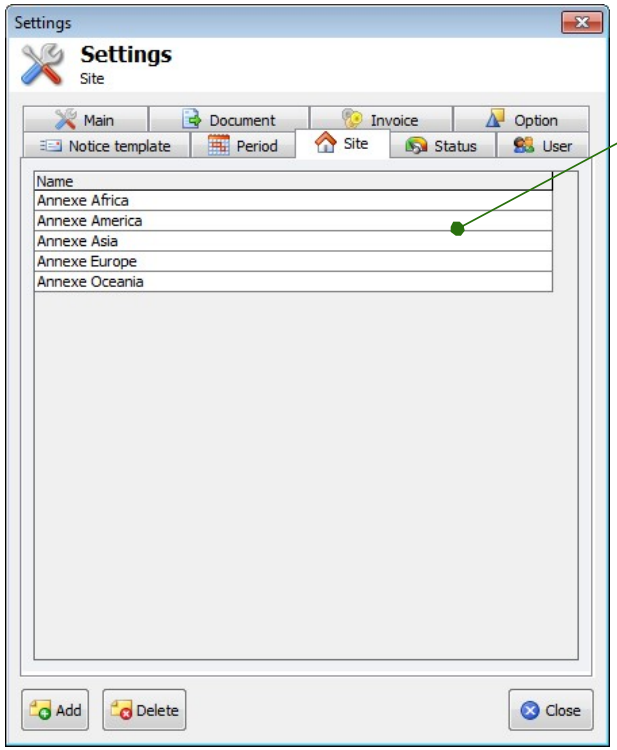
- Auteur: means **Author**. This user have the possibility to create / modify / delete reservations. It can't change the default settings. It could be declared as a Room Manager (see rooms settings).

- Lecteur: means **Reader**. This user can only view the reservations scheduled and their details.

The Administrator is the only one who can delete rooms that have reservations scheduled.

« Site » tab

In this list, you can add all sites that hold your rooms.



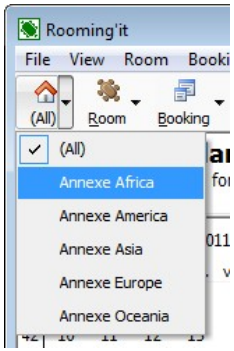
This site management is an important part of the software and it can be used in numerous cases:

Create a site « Archives » lets you store old rooms away from the others and keep the historical reservations.

Create a site « Repairing » lets you manage the room during the repairing period where some rooms are unavailable. You just have to set the room back to the original site to set it as available again.

The way you are using these groups depends on your particular needs.

You are totally free to create as many groups as you want.



Explanation of information fields

This setting is useful when you have many rooms.

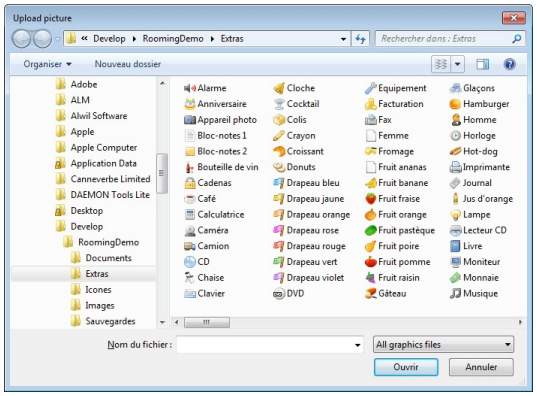
It gives you the possibility to:

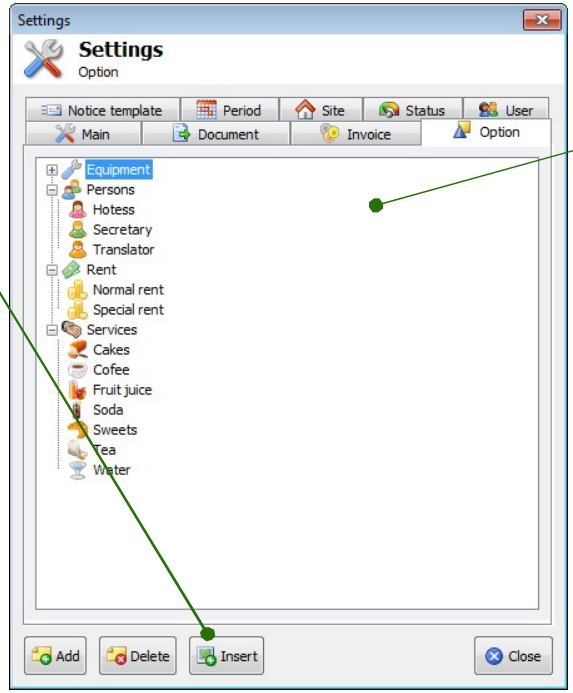
- reduce the number of columns of the main screen at the same time,
- order your rooms per site, category or homogeneous group,
- browse per site or categories by choosing de desired site on the dedicated « Site » button on the top of the window.

«Option » tab

You can declare in this window the list of options that will be available during the creation of new rooms or new reservations.

Select the desired option, then click on the « Insert » button. Go to the directory that contains the icons library (Extras) and select the icon you want to insert.





Graphical elements are organised by homogeneous groups : equipment, staff, services, etc like our example.

You can create other groups that satisfy your needs and associate your own icons.

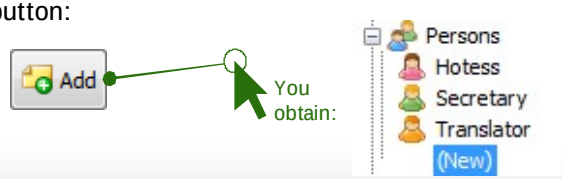
Icons must have the required format as follow:

- .ICO
- 16x16 pixels
- 256 colors

Add an options group or add options within a group

Click on the « + » symbol to unfold the group, on « - » to fold it:

To add an option or a group, select the appropriate parent object and click on « Add » button:



To change the label of an option or of a group, select that object first and click again on the option's label:

You just have to change that label and validate by pressing ENTER or clicking outside of the zone.

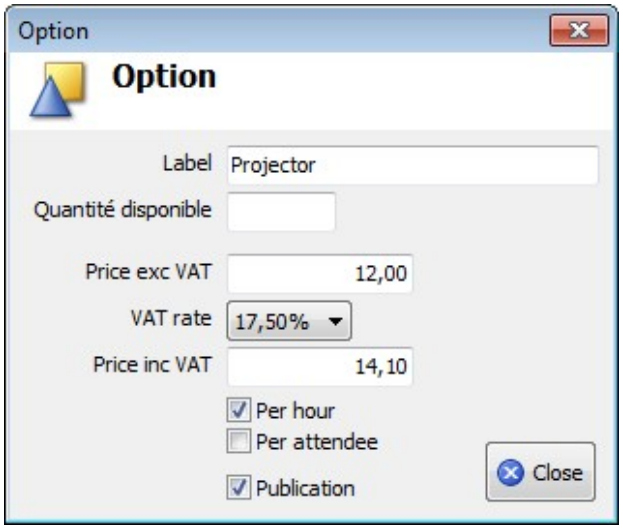
Setup (4/12)

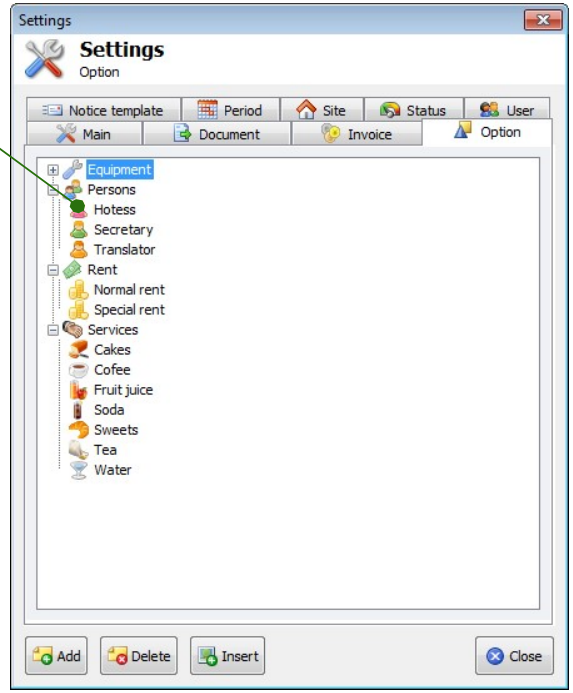
« Option » Tab - Prices of the options

Each option can have a price, an invoice can be produced when the option appears on a reservation.

Each option can have a price for the rental.

Double click on the option to open the price form for that particular option:





This price will be the default value for the option, but it can be modified to each room if needed.

The VAT rates can be defined in the Invoice tab of the Settings window.

You can work on options quantities in reservations by the duration or the number of attendees.

The quantity available for an option let you manage your stock: if you have more reservations of an option than its quantity, you will have an alert to confirm.

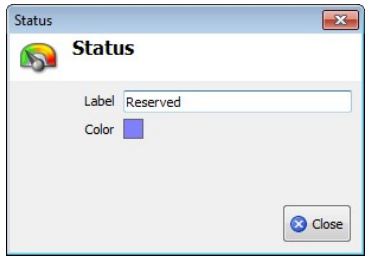
You can also define particular resources: Video projector – Serial 12324656, Video projector – Serial 458741, etc. with the quantity set to 1. You will be alerted if it has been already booked on an other reservation when you will drag and drop it.

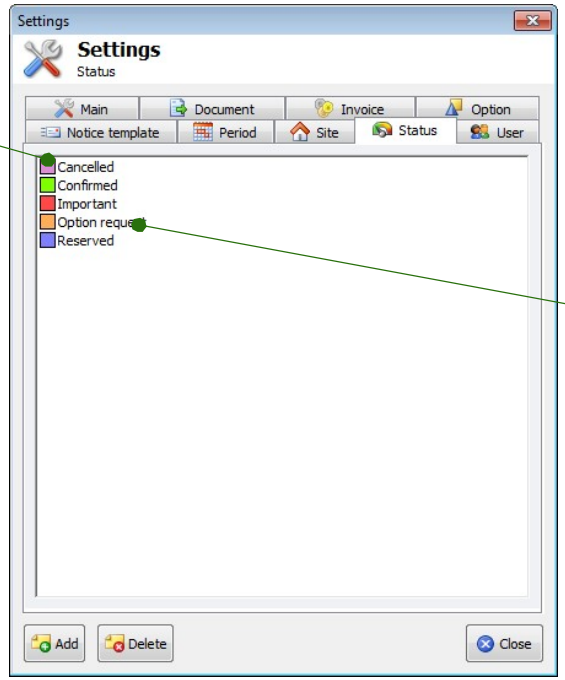
«Status » tab

All different status and the associated colours are totally customisable.

This is a RGB decimal colour value.
That memorise the colour you chose.

Click on the drop down zone will open a colour panel.





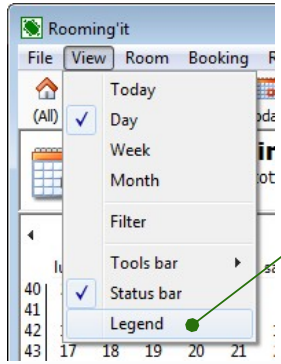
Here you can change the label of reservation's status or add more status according to your needs.

Change the colours for the status of the reservations

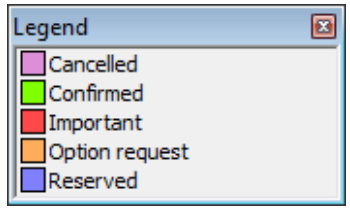
To change a status' colour, select the colour in the dedicated colour panel.

Single click

In the « View » menu, it is possible to display the chosen colours:



You obtain:



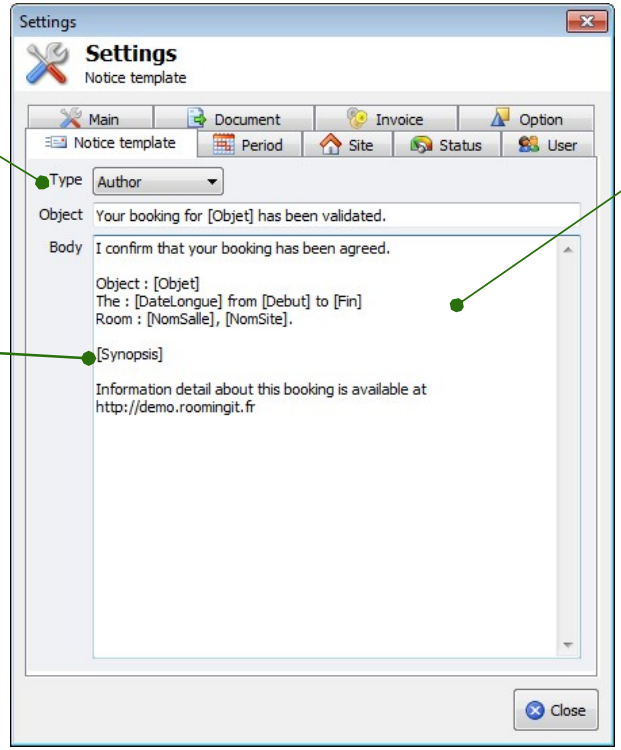
Develop'it
46, rue Saint Antoine
75004 PARIS - France
roomingit@developit.fr

« Notice template » tab

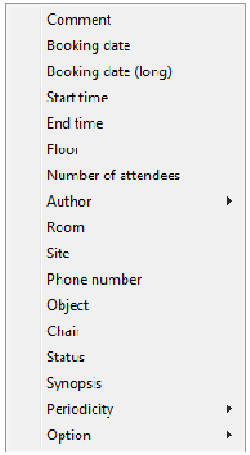
You can define the subject and the body of the mail that could be sent to the chair or attendees of a reservation, at the author or at the room manager when the email address has been keyed in in the dedicated form.

5 notices types are available: author, manager, logistic, chair and attendee.

You can enter some merger fields information by typing them between square brackets.



A right click gives you access to the merger fields information available.



The maximum length authorised for an email (for the subject and body of the message) is limited by your email software and the 'mailto:' system function.

In order to display the options list in the notice template you can use the dedicated keywords blocs [Debut] ... [Fin] as follow:

[DebutOption]
- [Quantite] [Libelle]
[FinOption]

If this is a periodic reservation, you have the following merger fields:

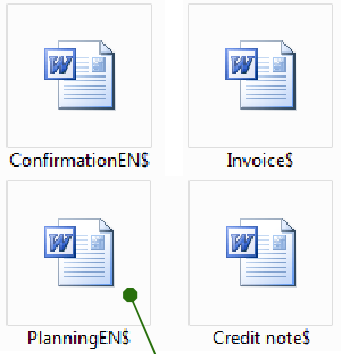
[DebutPeriodicite]
[Frequence] : weekly, bi-weekly or monthly
[DateFin] : Ending date
[FinPeriodicite]

« Document » tab

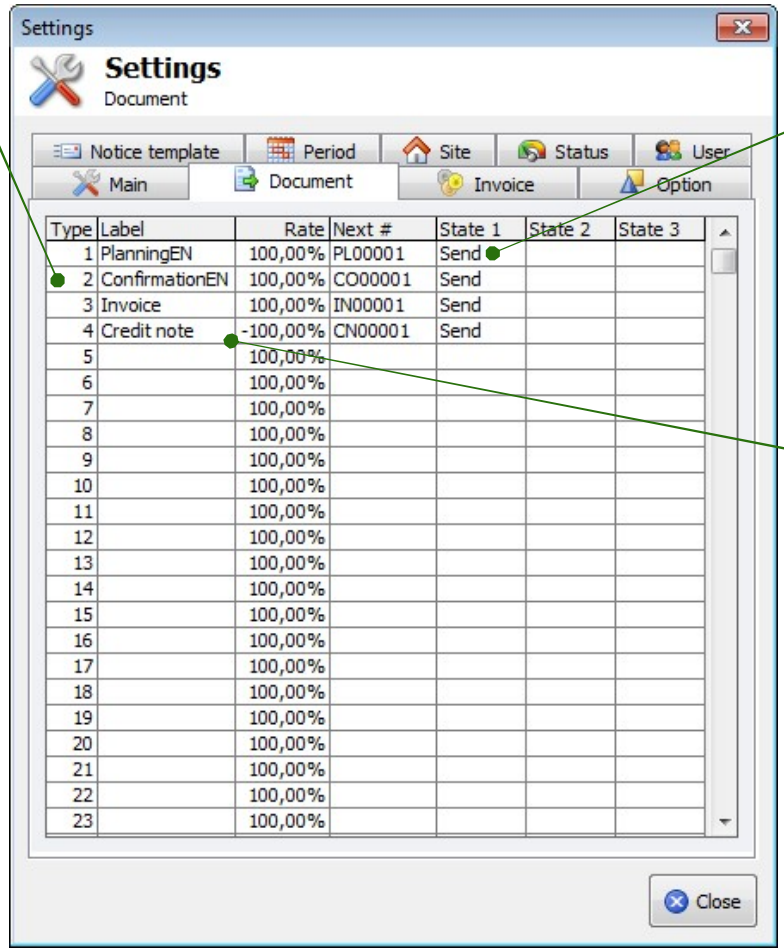
This window lets you define and manage the documents templates that will be used in the software, and validation circuit for the documents.

List of available documents templates:

These .RTF format documents must be stored in the templates directory following the rule below:



Observe that documents' names must be ended with $ symbol to be opened by Rooming'it.



Type	Label	Rate	Next #	State 1	State 2	State 3
1	PlanningEN	100,00%	PL00001	Send		
2	ConfirmationEN	100,00%	CO00001	Send		
3	Invoice	100,00%	IN00001	Send		
4	Credit note	-100,00%	CN00001	Send		
5		100,00%				
6		100,00%				
7		100,00%				
8		100,00%				
9		100,00%				
10		100,00%				
11		100,00%				
12		100,00%				
13		100,00%				
14		100,00%				
15		100,00%				
16		100,00%				
17		100,00%				
18		100,00%				
19		100,00%				
20		100,00%				
21		100,00%				
22		100,00%				
23		100,00%				

Each document has 3 states that monitor the document itself and the reservations attached:

You can describe the validation or monitoring circuits of the documents sent to your correspondents.

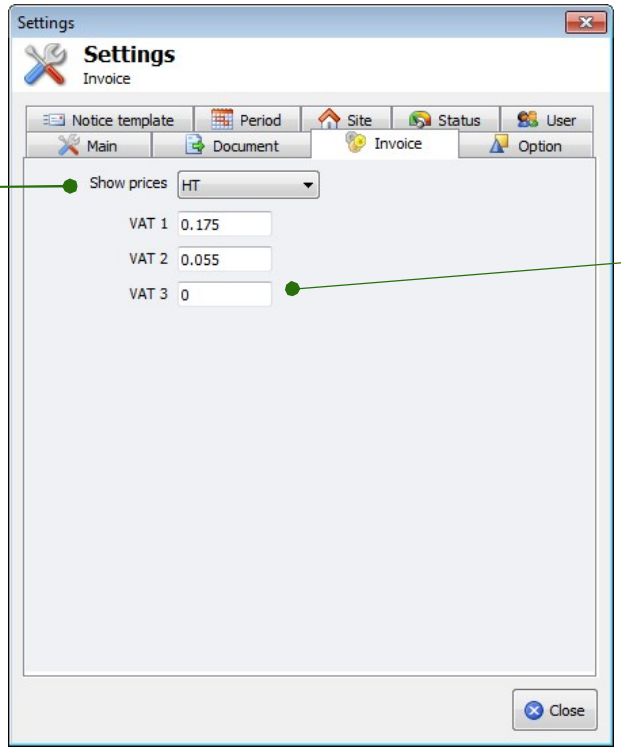
Observe that a credit note is expressed with a rate of: -1 (-100%)

« Invoice » tab

This setup screen lets you define the rules to calculate the VAT and applicable VAT rates.

Set the default VAT situation for new contacts (subject or not to VAT).

This is necessary to set the management rules for rounded values during the VAT calculation.

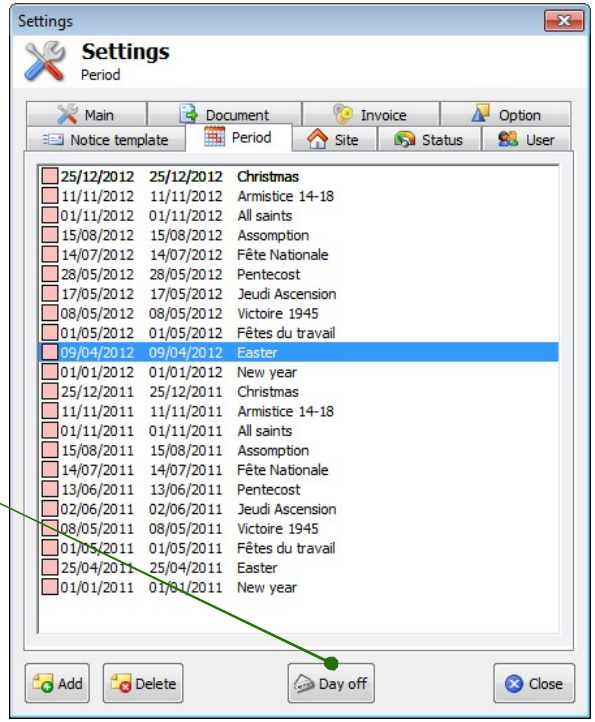


Three VAT rates can be set up.

« Period » tab

This setup screen lets you define the periods and the associated colors.

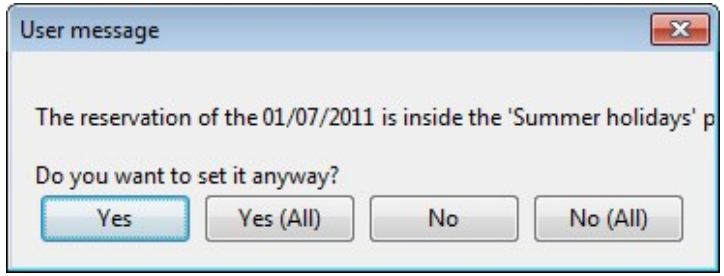
These colors will be shown as a background color in the main screen.



The 'Day off' is dedicated to the automatic generation of main days off (for France only). This is a process you have to do once a year to calculate new days off on year Y+1

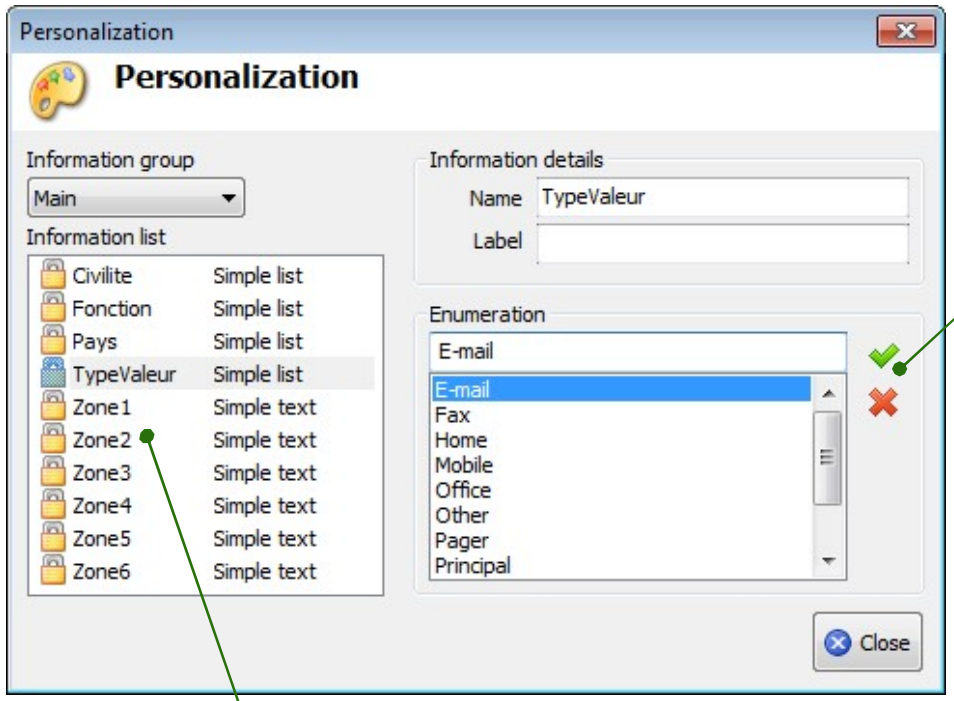
When you are creating a periodic reservation, the software will check if a reservation will be set to a day off or a specific period:

You can answer Yes (All) to the alert to create all reservations as expected within the defined period. A new alert will ask you again when the periodic reservation will bet set on a new period.



« Customise » menu

From the « Customise » menu, you can define the content of all drop down lists in the contacts forms.



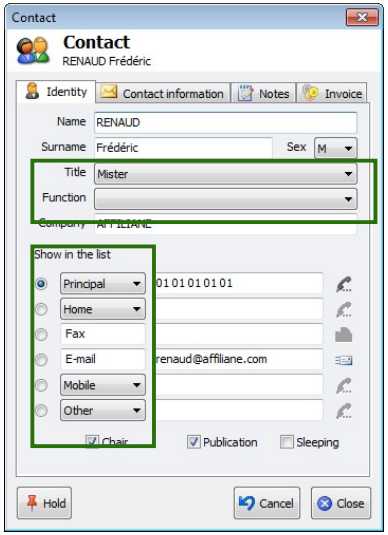
Add an element (button that will be available starting from the 3rd characters entered in the enumeration field).

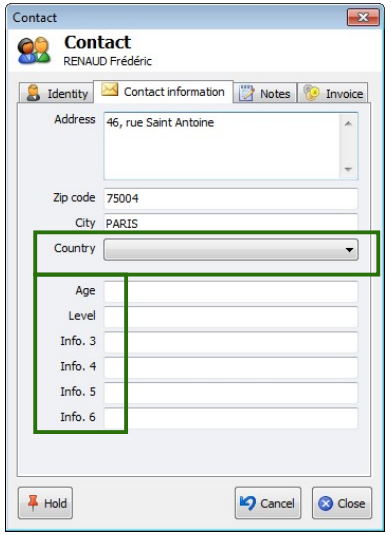
Remove an element from the list.

The « Simple text » type of information are fields that can contain all kind of characters.

The « Simple list » type of information lets you change the content of drop down lists.

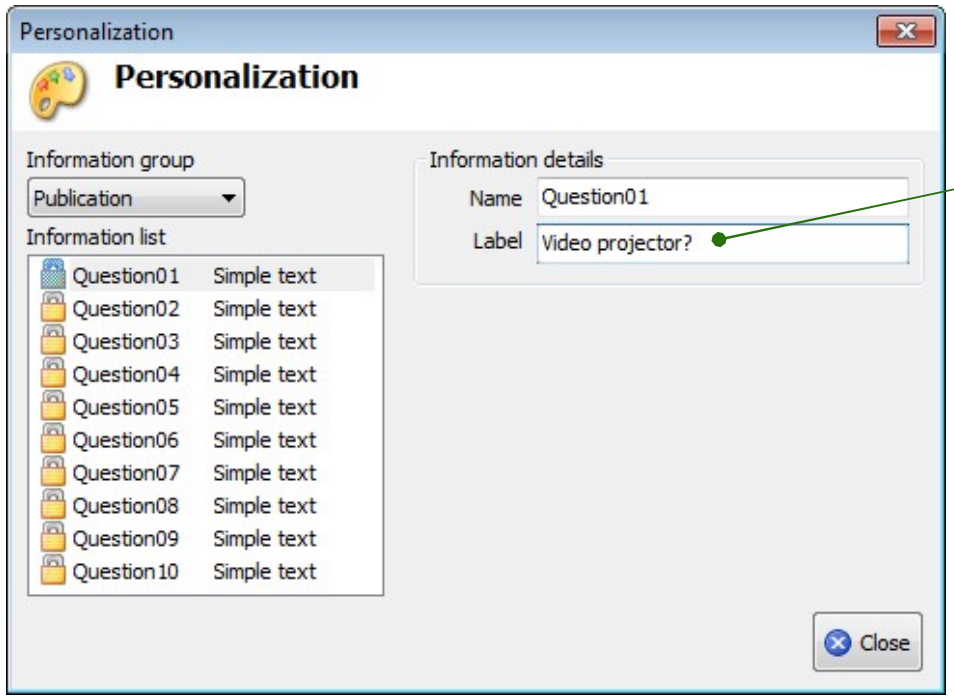
Fields form the information list described before are available in the contacts form:



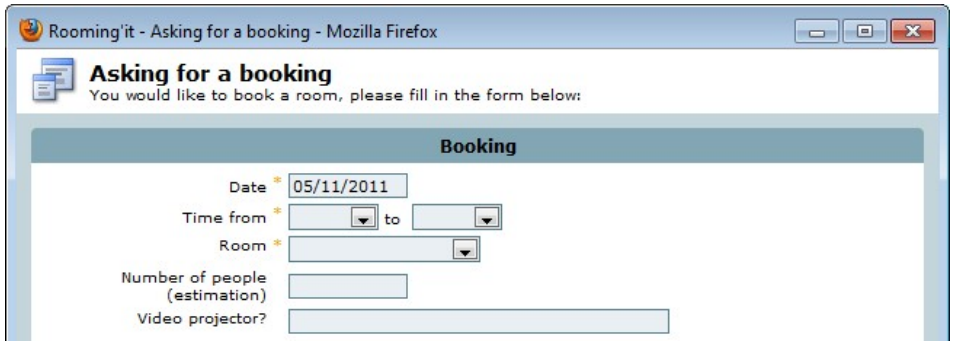


« Customise » menu

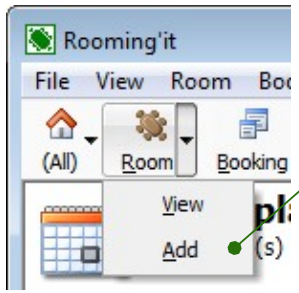
From the « Customise » menu, you can define the content of all drop down lists in the contacts forms.



The label for that question will be visible in the Web site reservation form:

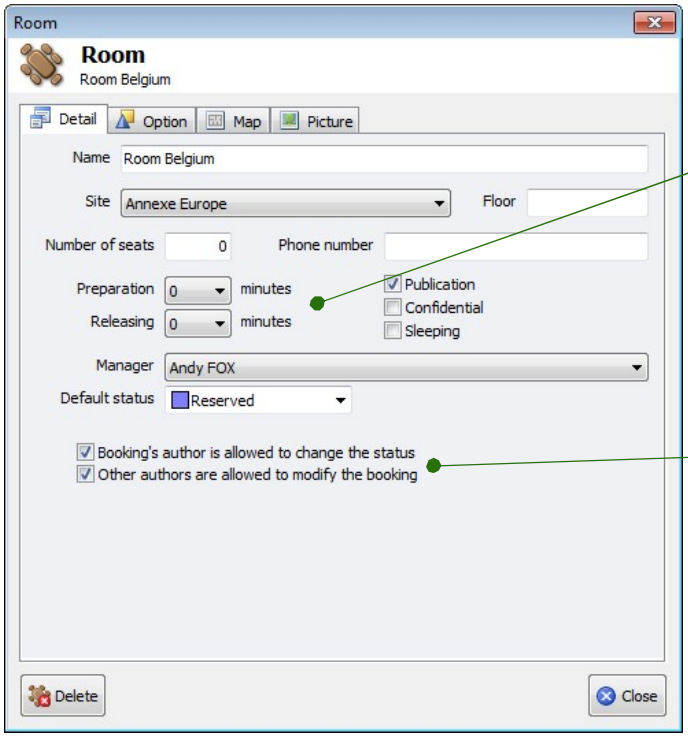

Rooming'it - Asking for a booking - Mozilla Firefox
Asking for a booking
You would like to book a room, please fill in the form below:
Booking
Date * 05/11/2011
Time from * to
Room *
Number of people (estimation)
Video projector?

Add a new room



You obtain:

A click on the « Add » will add a new room with the default name « (New) ». Change that name and fill in the others information fields.



You can attached options, a picture and a map to this new room (see below)

You can define (in minutes) a duration for preparation and releasing of the room to prevent meetings too close to eachothers. That can also get time to the cleaning service to prepare that room.
All reservations created in that room will have this default setting.

If you do not want to manage the validation circuit, uncheck the first checkbox, otherwise think about setting the default status and the name of the manager.

If you want to protect the reservations' information scheduled in this room and deny other authors to delete a reservation, just uncheck the second checkbox.

> If you want to activate the room protection, you must have to select a manager for that room (this manager can be the software administrator for example). Without any manager, the room will be considered with no protection.

Explanation of information fields

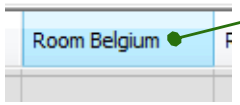
- Number of seats: lets you manage the maximal number of seats available in reservations.
- Phone number: phone number if available in the room.
- Manager: name of the manager of the room, it has extended rights: modification of reservations status, add or delete a reservation even if it's not the author, change of the defaults elements of this room.
- Default status: default defined status for new reservations (for example you can prepare a status ' requested ' then ' validated ' to manage the validation circuit between authors of reservations and the room manager.

- Publication: lets you set if this room and reservations scheduled will be published on the web site.
- Confidential: lets you set if new reservations in this room are defined as confidential. A confidential room will hide for users the content of reservations except for administrators, room manager and the author of the reservation.
- Sleeping: lets you deactivate this room, but it will be stored for historical purpose.

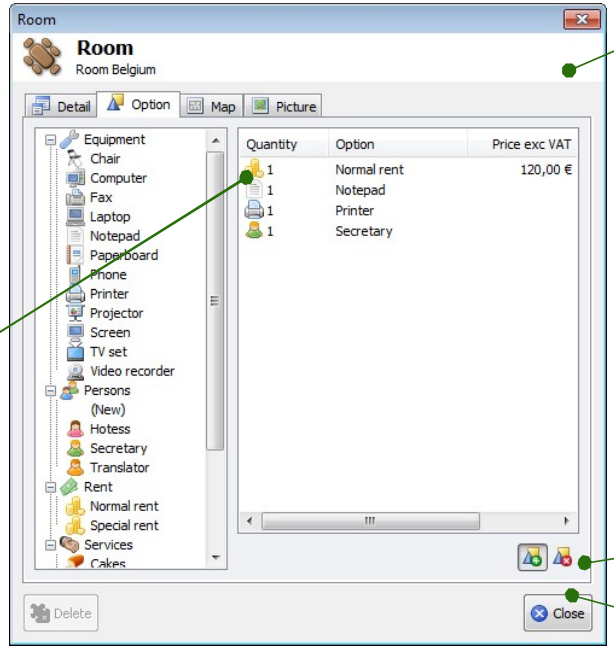
Define the defaults options of a room

You can access to the default settings for a room by double clicking on the room header in the main screen

Room header

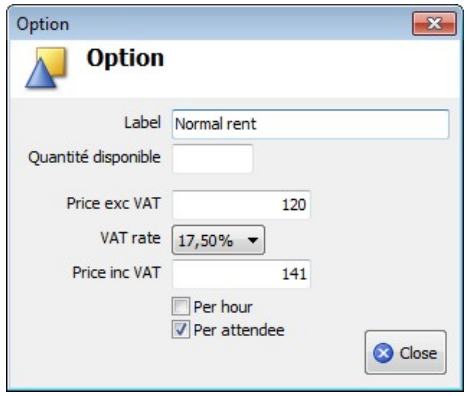


You obtain:



These are unit prices, the total amount will multiply that price by the quantity and the indexation method (per attendees or per hour).

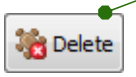
Default prices applied to reservations on this room can be changed (double click on the option to invoice).

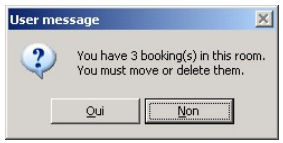


Remove the selected option.

Close the room form and get back to the main screen.

You obtain:





Click on « Yes » will definitely delete the room.

The Administrators are the only ones who can delete a room (Rooming'it security or System security activated).

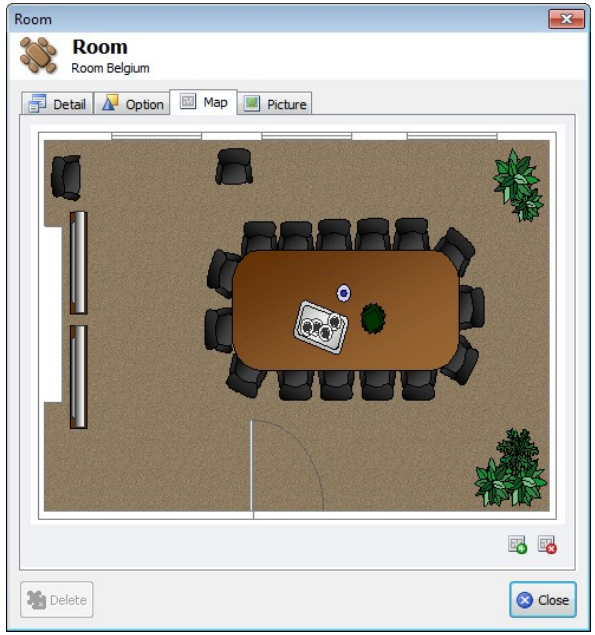
<u>To declare default options in this room:</u>

do a « Drag and Drop »

with the mouse between the left and the right side.

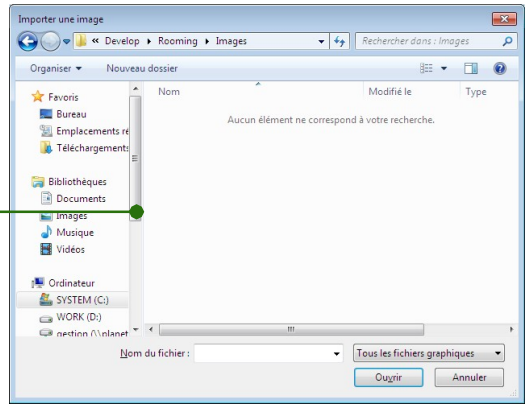
You can also change the quantities by clicking on the value (the same way as in Windows to rename a file).

Rooming'it lets you associate a picture and a the map for each room. The map is very useful to set the positions for objects and attendees.



To insert a map and a picture to the room

A click on the « Insert » button in the « Picture » or « Map » tab opens a window that lets you browse your computer directories and select the picture or the map you already created.



Browse your computer up to the directory that contains the picture or the map, select it, then click on the « Open » button to validate your choice. Click on the « Cancel » button to cancel the process.

To remove a map and a picture

This action will only remove the link to the map or the picture and not your original file.

Rooming'it recognises the following image formats:

.BMP, .GIF, .JPEG, .WMF, .EMF, .ICO.

Be careful with image size: a large picture could slow the form opening.

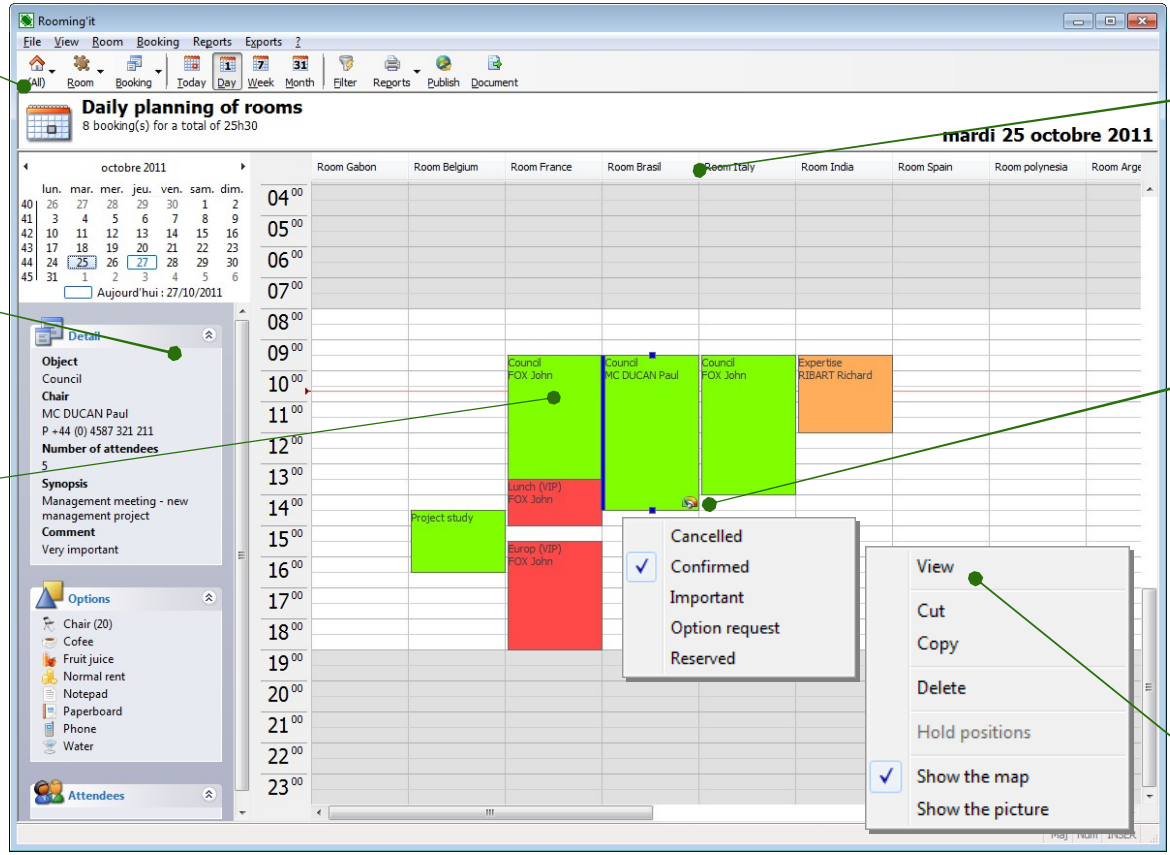
You can create the map of your room by using Microsoft PowerPoint: Draw your room, select the « Screen view » and save your work at the « Windows Meta file » file format.

The details of reservations are shown on the left side of the window. You just have to click on a reservation to see them.

Select a site to show only a few rooms at once (groups of rooms).

This left side details comments and notes for the selected reservation.

A double click on a reservation open the detailed reservation form (if you have Administrator or Author rights).



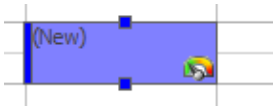
You can change the width for all rooms by clicking with your mouse on the separator between the first and the second room.

A click on the lower right corner of the selected reservation shows its status. If you have enough rights, you can change that status. All different status are customisable (See section « Setup »).

Options (copy, deletion, etc.) are available in contextual menus (right click with your mouse on a reservation).

Create a new reservation

If you have Administrator or Author privilege, a double click on an empty square will create a new reservation labelled « (New) », you can also right click with your mouse and select the ' Add ' option:

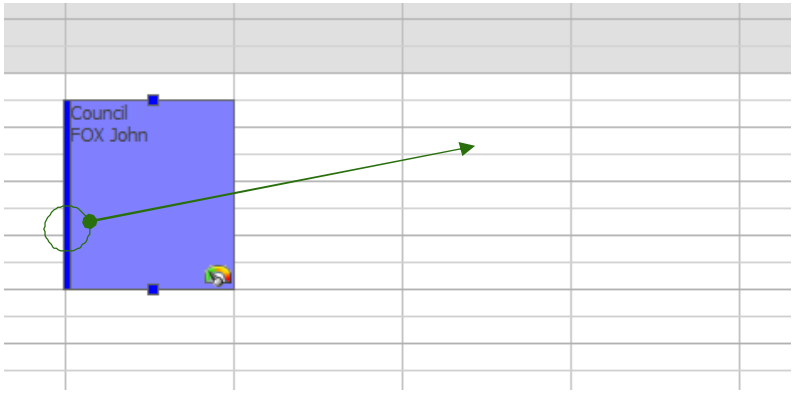


The default duration for a new reservation is the same as the default interval (from 5mn to 1 hour) that has been set up in the general settings of the software.

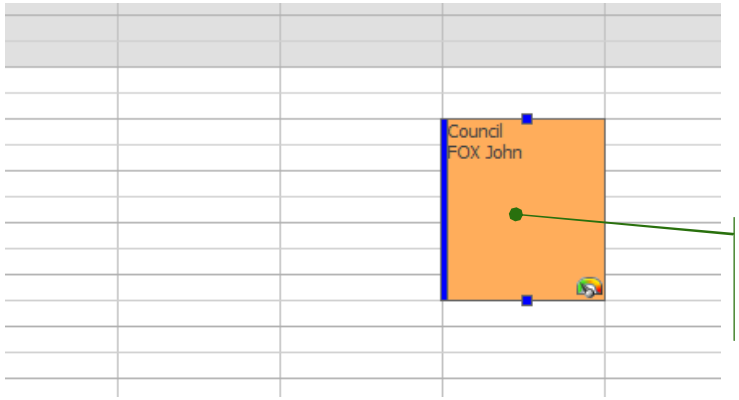
You can move a reservation from a room to another or change its duration directly from the main screen and your mouse. Note that the details of that reservation (attendees, services, attendees and options positions in the room) will be preserved even when you are changing the room.

Move a reservation from a room to another

1. Click on the left blue handle of the selected reservation with the left mouse button, and stay pressed.

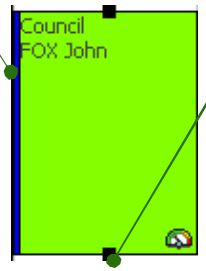


2. **Drag** the mouse up to the desired target room (here the '03-Room Italy' room). When the square for the reservation is where you want it to be, release the mouse button, the reservation is **dropped**.

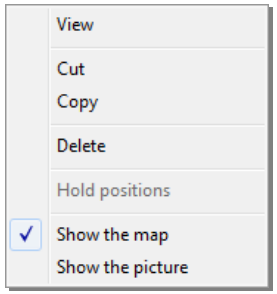


Note that the status for that reservation has changed to the default for this room.

Handle to move the reservation (blue vertical bar).



Handles (black squares) that let you pull to the top or the bottom the beginning or the end of the reservation in order to change its duration.



Copy / Cut / Paste functions

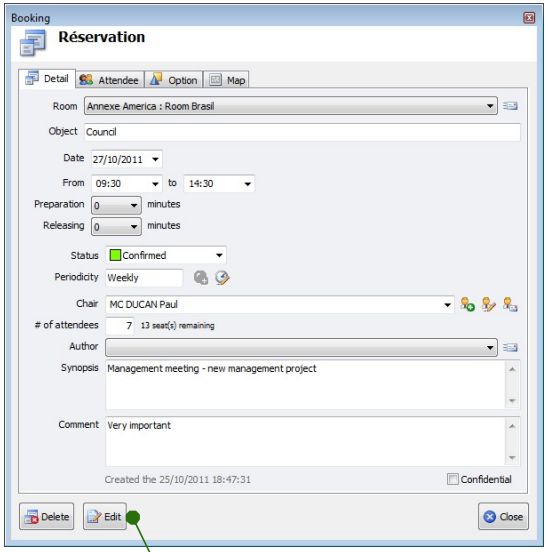
With a right click with your mouse on a reservation, you can access to special functions Copy/Paste and Cut/Paste. These functions allow you to easily move or copy a reservation to another room or another day.

Particular case for periodic reservations: when you are doing a **Copy/Paste**, the link with the periodic details is lost. For a **Cut/Paste** operation, the link with the periodic details is preserved.

A double click on a reservation will let you access to the organisation layout (if a map has been declared for that room). Views are different whether your rights (reader, author or administrator).

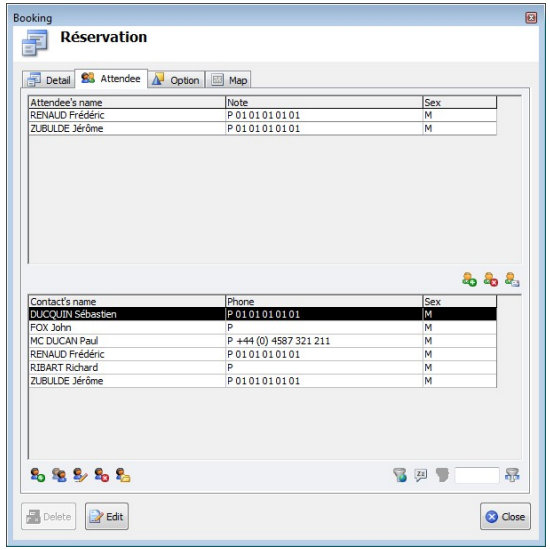
Available view for authors and administrators

Reservation details

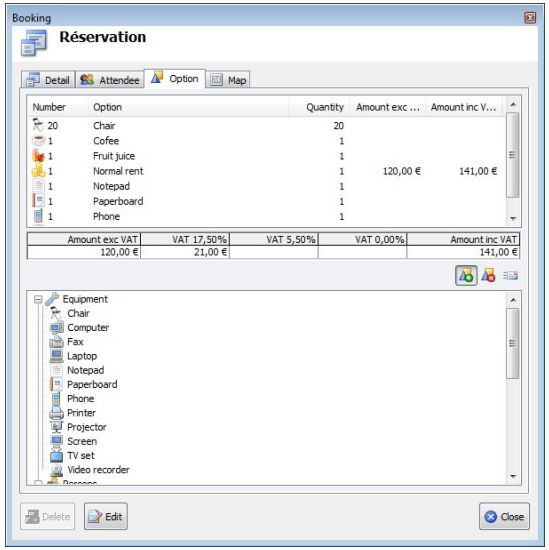


Edite un document Word contenant le détail de la réservation que vous aurez préalablement préparé avec des champs de fusion (Répertoire Documents, fichier reservation$.rtf)

Attendees details



Options details

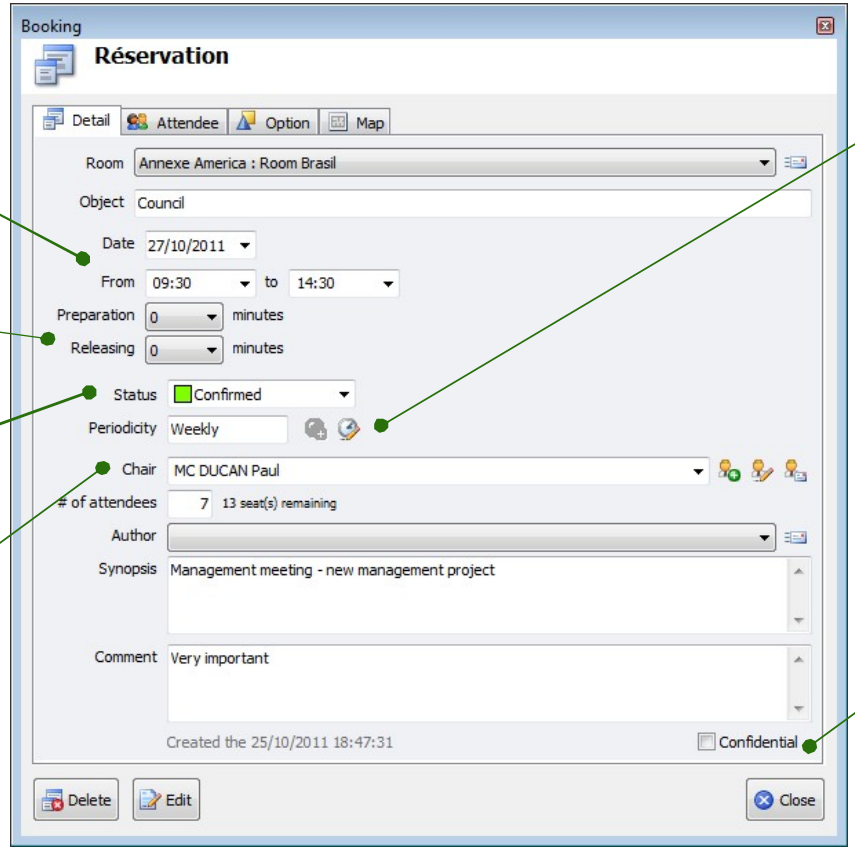


When you are author or administrator, you have a detailed view of a reservation and possibility to modify.

Readers does net have access to that details. They have the view in the left side of the main screen if the reservation is not confidential.

Fill in the details of a reservation

This window and the 5 tabs let you write comments for that reservation, list all attendees and options, and graphically place attendees and appliances.



Fields to declare the start or the end (dates and times) of the reservation.

Time required to prepare or clean the room (herited from the room settings)

Status of the reservation.
You can see it in the main screen too.

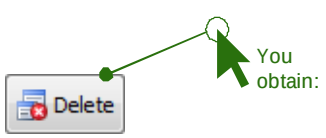
The chair can be selected from the dedicated list or created using the buttons: that will open the contact form that let you fill in all informations.
You can also enter the name of the chair directly in this zone, it will not appear in the contacts list.

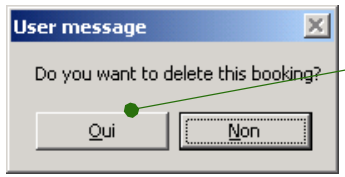
If this reservation has periodic scheduling (monthly or weekly), it is underlined here (See next pages: define the periodicity for a reservation).

Periodicity can be changed:
An update on a periodicity will affect all future reservations involved (starting to the currently selected one).

You can declare the reservation as confidential. In this case, its content will only be visible to the author, the room managers and the administrators. Its content will not be published on the web site.

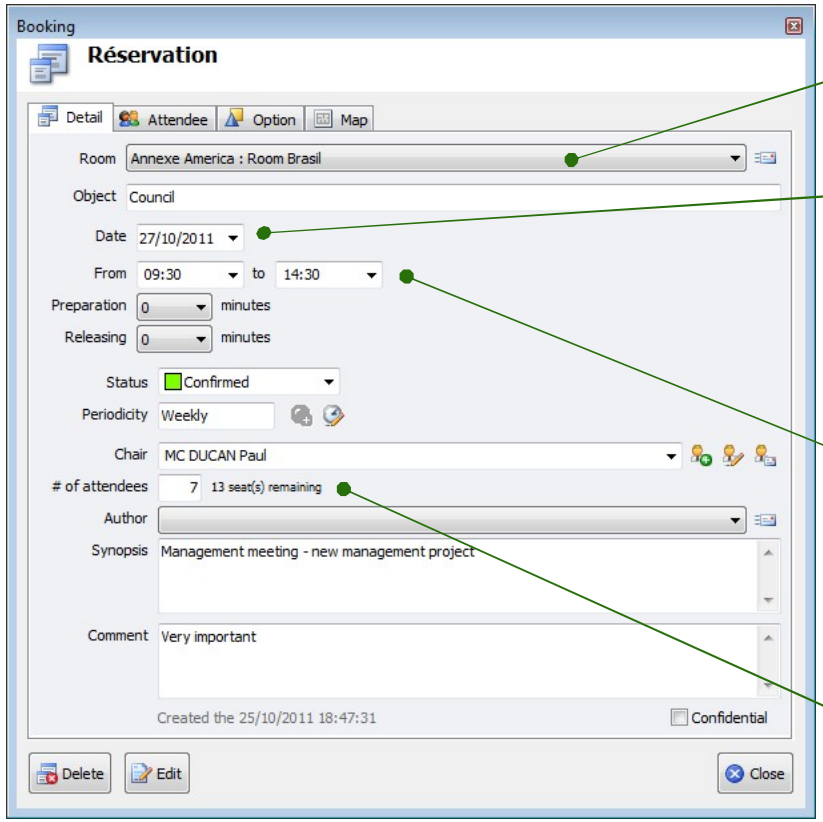
Explanation of buttons





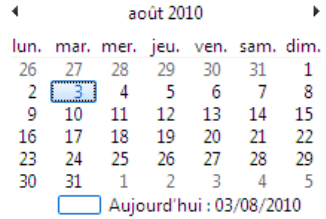
A click on the « Yes » button will permanently delete the reservation.
Click on « No » to cancel the operation and keep your information.

The « Detail » tab let you fill in all textual elements that precise the content of the reservation.



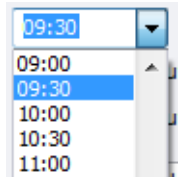
The attached room of the reservation can be changed here.

You obtain:



To select a new date, just click on the desired date (the chosen date is with a grey background, the current day is circled).

You obtain:



Choose the time in the list or just type it in the zone (the list is prepared according to the interval defined in the main settings).

According to the capacity of the room, the software calculates the number of seats remaining.

Explanation of information fields

- Room: Name of the room.
- Object: Subject of the reservation.
- From/To: Reservation period.
- Periodicity: Periodicity of the reservation (see next page).
- Chair: Name of the chair of the reservation (free text).
- # of attendees: Number of attendees for that reservation.
- Author: User that creates the reservation.
- Synopsis: Detail of the reservation purpose.
- Comment: Free area for comments.

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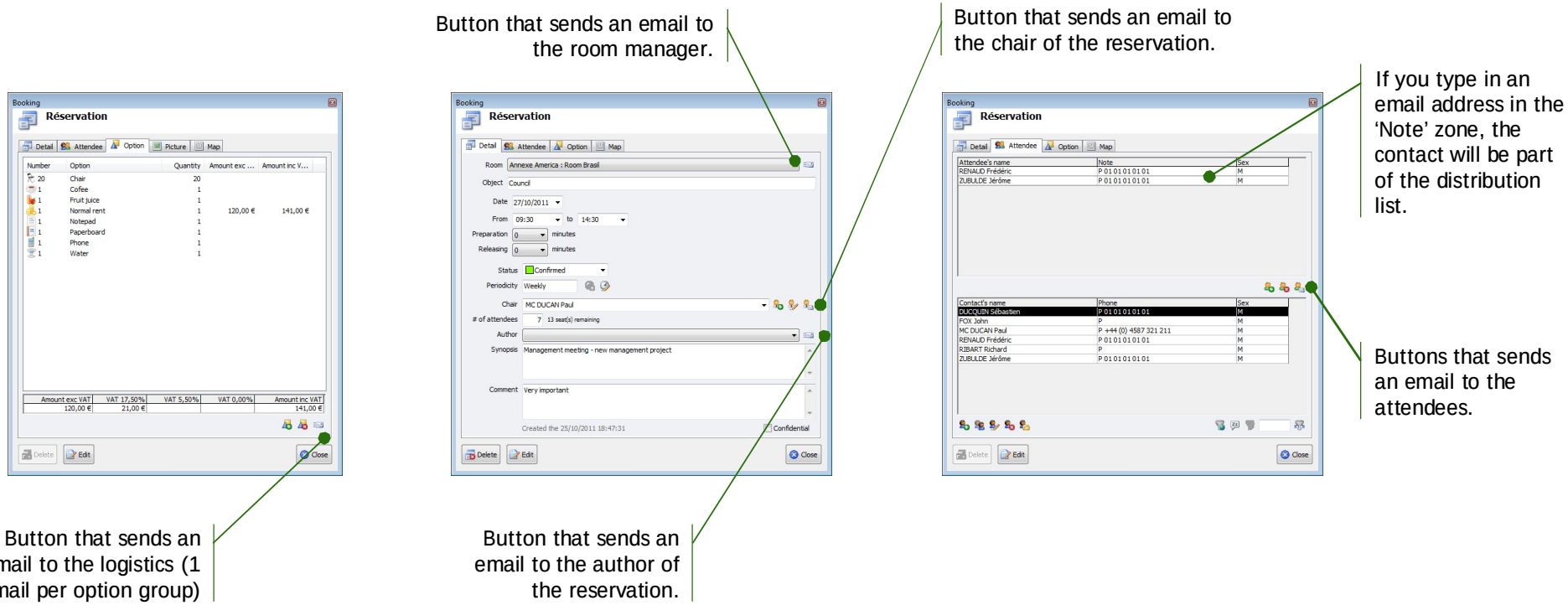
roomingit@developit.fr

Buttons close to the manager, close to the room, close to the author and below the list of attendees let you send an email from a template that you already prepared in the software settings (notice templates).

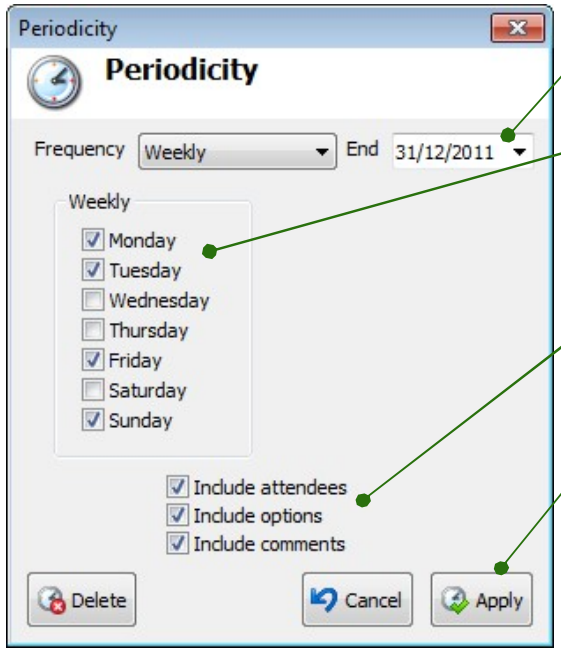
Send a mail to the manager, the chair, the author, the logistics or the attendees of the reservation


Button that sends an email to the room manager.
Button that sends an email to the chair of the reservation.
If you type in an email address in the 'Note' zone, the contact will be part of the distribution list.
Buttons that sends an email to the attendees.
Button that sends an email to the logistics (1 email per option group)
Button that sends an email to the author of the reservation.

Clicking on a button will prepare the email content from a template previously prepared and open it in your email client software. The maximum lenght of the email (subject and body) depends of your email software limitation using the ' mailto: ' system function.

You can define the periodicity to repeat that reservation by clicking on the « Periodicity » button in the reservation's form. This button will repeat the reservation by copying it according to the following rules :

Weekly periodicity



Ending date of the replication.

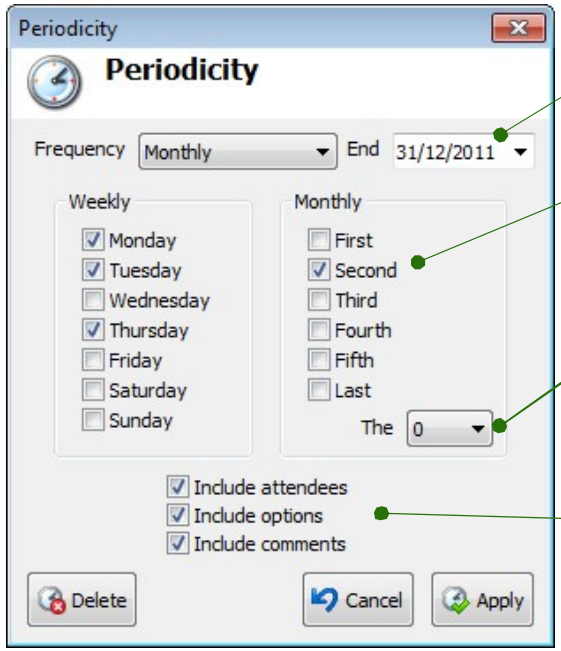
Chosen days for the replication of the reservation.

Elements to include for all duplicates.

Click on the « Apply » button to validate your choice and create all reservations attached.
Click on « Cancel » if you want to cancel to process.
Click on the « Delete » button to delete all previously attached reservations.

In this example, the reservation will be duplicated for all Mondays and Thursdays until the end of July.

Monthly periodicity



Ending date of the replication.

Rules definition for days of the month that will be impacted by the reservation.

Day of the month which will be impacted y the reservation.
(0: not applicable).

Elements to include for all duplicates.

In this example, a reservation will be created all firsts, thirds and fifths Mondays and Thursdays of the month until the end of July.

Explanation of buttons

Delete

Button that lets you delete all periodic reservations in the future starting to the current reservation.

The current reservation will also be unlinked from the periodicity group.

Older reservations will not be modified for historical purpose.

To change the ending date of a periodicity, and therefore to delete all reservations outside of that period, you just have to change the ending date and validate by licking on the « Close » button. You can also change all periodicity settings, they will be automatically applied when you will click on the « Close » button.

Note: you can delete or move one by one a reservation linked with a periodicity without changing the whole set of reservations.

Supply the attendees list

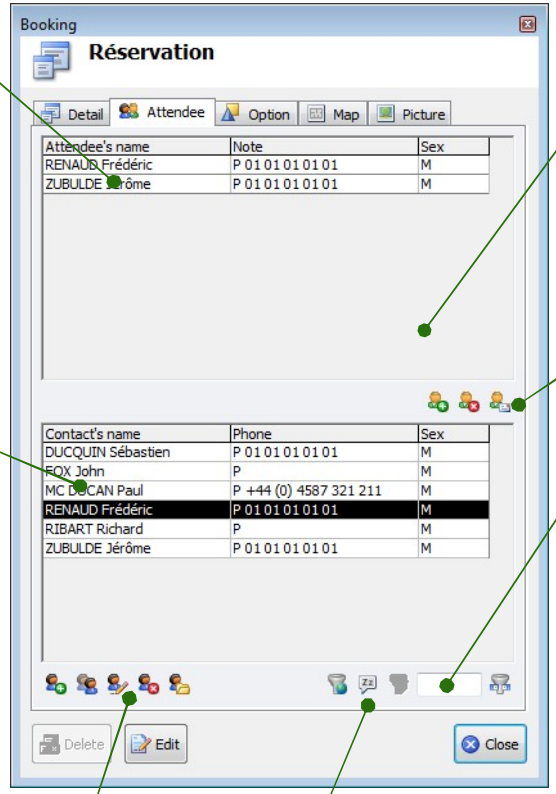
The « Attendee » tab lets you list all attendees awaited for the reservation. You have in the bottom a list of all known contacts. This contacts list is a common address book for all reservations. It lets save chairs or other contacts that will be frequently used.

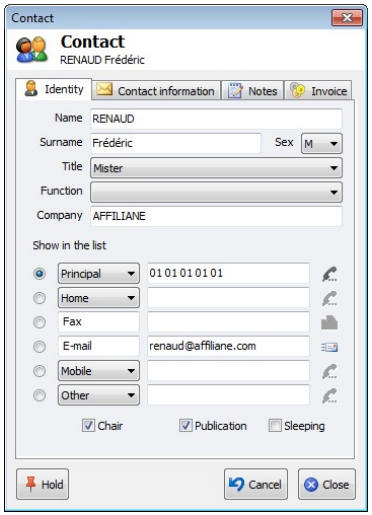
Attendees can be dragged an dropped (from the bottom to the top) from the address book in the bottom area. They can also be manually filled in.

Every attendee could be graphically placed on the room map (See next pages: « Place the elements on the room map »).

Le nombre de participants sera automatiquement décompté du nombre de places disponibles dans la salle.

List of available contacts (address book).
A double click on a contact will open the form with details for that contact (see next page).





Buttons that lets add, modify, duplicate or remove a contact from the address book.

Shows or hides the contacts in sleeping mode.

Add an attendee on the top side of the window (you have to fill in manually and without any link to the contacts file - this is the case for a punctual person that not need to be memorised for other reservations).

Remove an attendee from the top side of the window.

Prepare an email that will be sent to the attendees.

This zone lets you select a contact on the name or part of the name within the current list (name and surname).

To undo the selection, click on the button with a rocket.

Names that are starting with the filled in text string.

Names that are containing the filled text string.

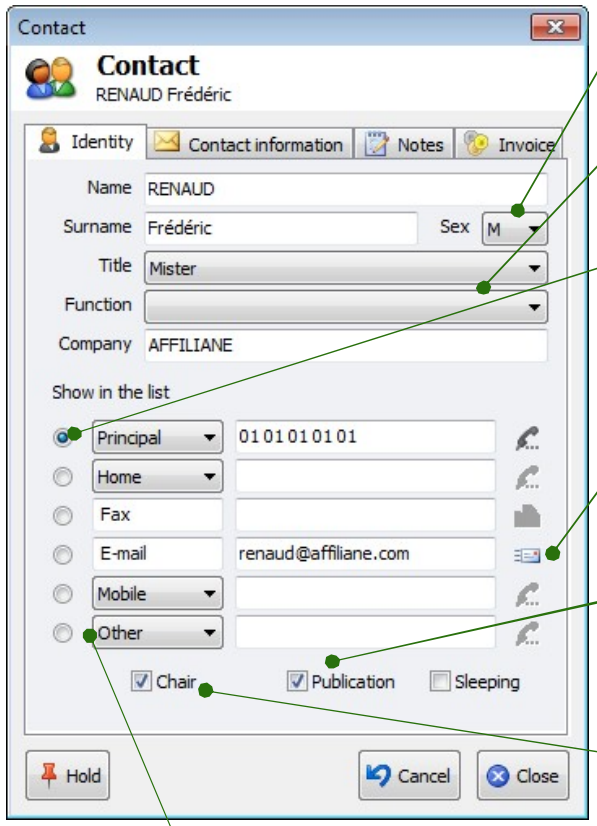
Names that are ending with the filled in text string.

Explanation of information fields

- Name: Free area to fill in the name and the surname of the attendee.
- Note: Specific comment for that attendee (Company name, trainee, teacher, etc.)
- Sex: (M)ale or (F)emale, lets you personalise the graphical representation of the attendee.

This form lets you manage the name and address and the general information from your contacts. These contacts could be selected as « Chair » or within the address book for the attendees.

« Identity » tab



(M)ale or (F)emale: lets you define which icon will represent the contact.

You can choose and set up the content of these two dropdown lists.

Click on one of these 6 radio button to select the default contact information that will be visible in the contact list.

Button that lets you start your Windows default mail software and send an email to that address.

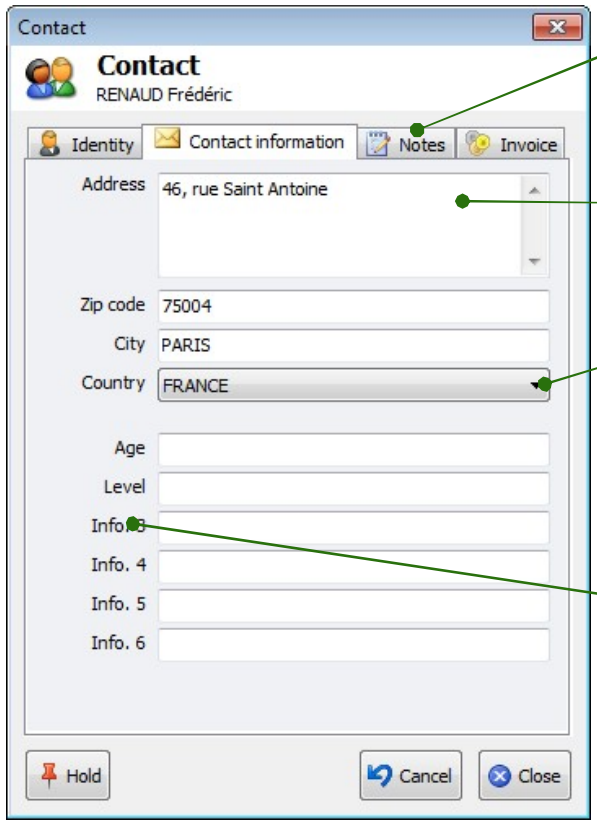
Button that let lets you include that contact to the contacts list in the web site.

Let you declare this contact as a possible chair, it will be available in the « Chair » dropdown list in the reservation form.

Select the contact information type. Rooming'it remembers the selection for each contact. You can set up the content of that list from the « Customize » menu.

You can define the default information for new contacts by clicking in the « Hold » button.

« Contact information » tab



The « Notes » tab lets you freely enter some personal comments.

The address can have several lines. The 'Enter' key adds a new line.

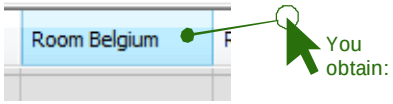
All countries are previously registered. You can also change this content from the « Customize » menu, field [Pays].

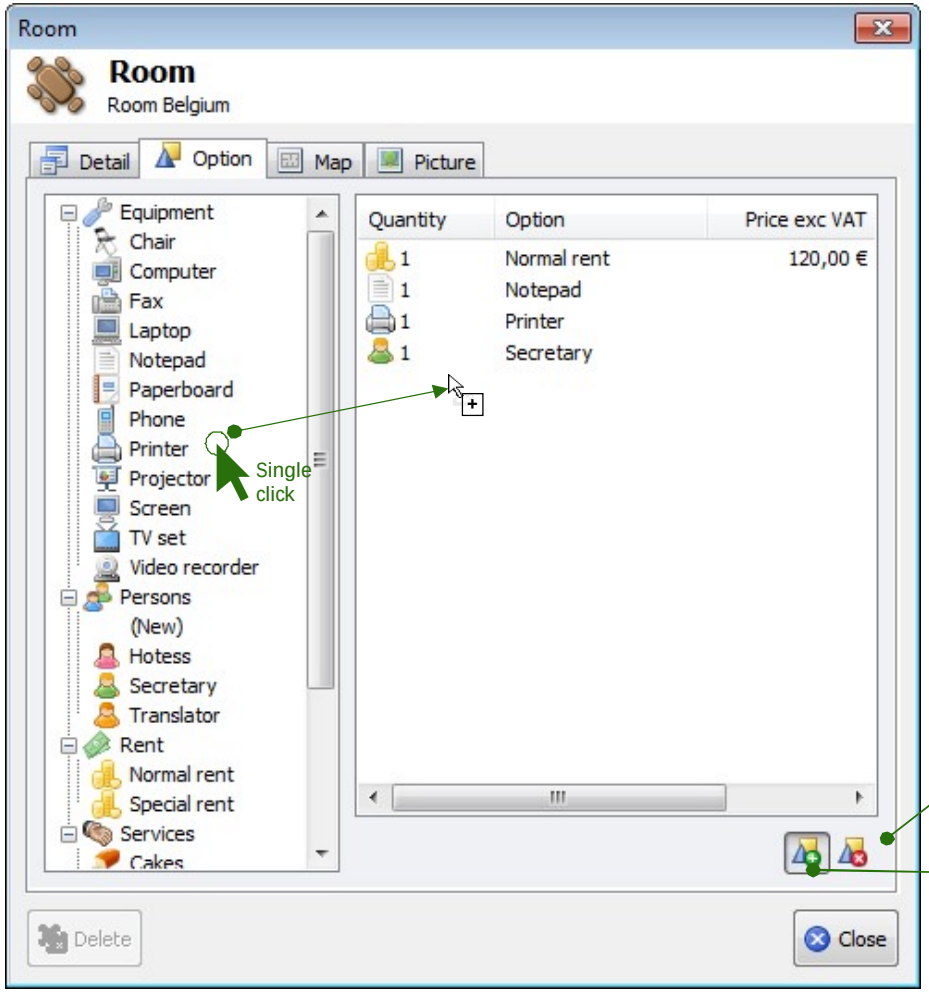
The labels for these information zone can be personalised from the « Customize » menu, fields [Info. libres].

Each label could not have more than 12 characters.

During the creation of a reservation, default options will be automatically prepared. To define the default options in a room, double click on the room header, this will open the room form and you will have the default options available for that room (third tab from that reservation form).

Room header:





Add or remove an option

1. From the list on the bottom of the window, click with the left mouse button on the object you want to add, and stay pressed.
2. To add that option, **Drag** your mouse from the list in the bottom to the one in the top.

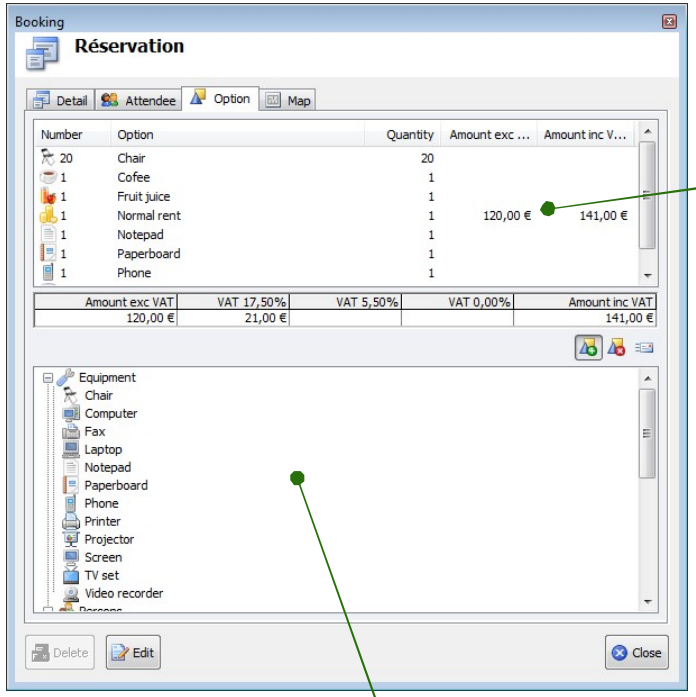
When the mouse cursor have a little « + » symbol near it, release the mouse button, the object is **Dropped**.

This button remove the selected option from the list.

This button opens the add/ remove options window (See hereafter).

The « Option » tab from a reservation lets you define all billable elements and services in that reservation.

« Option » tab

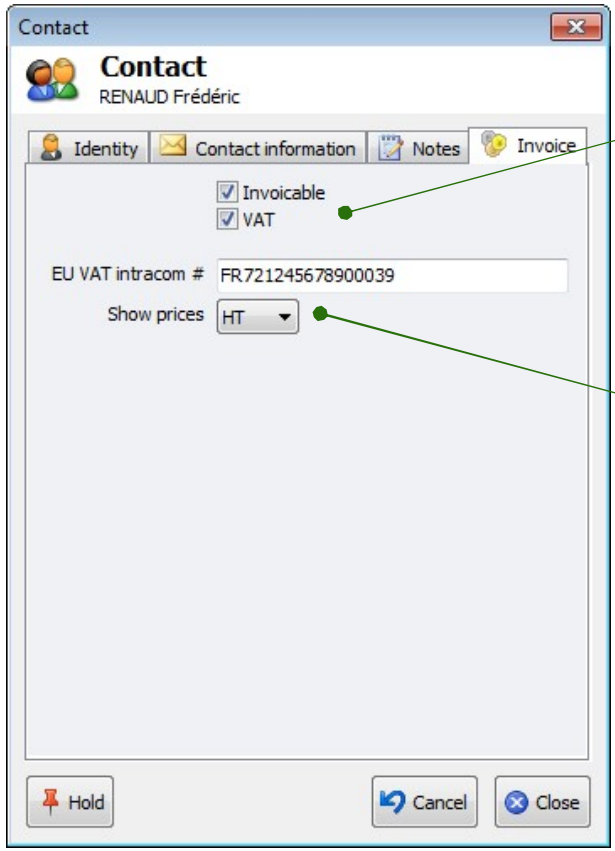


Double click on the option to change its price.

You can define an options group that can hold your renting prices.

The settings of invoicing rules can be done for each chair from the « Inovice » tab in the contact form.

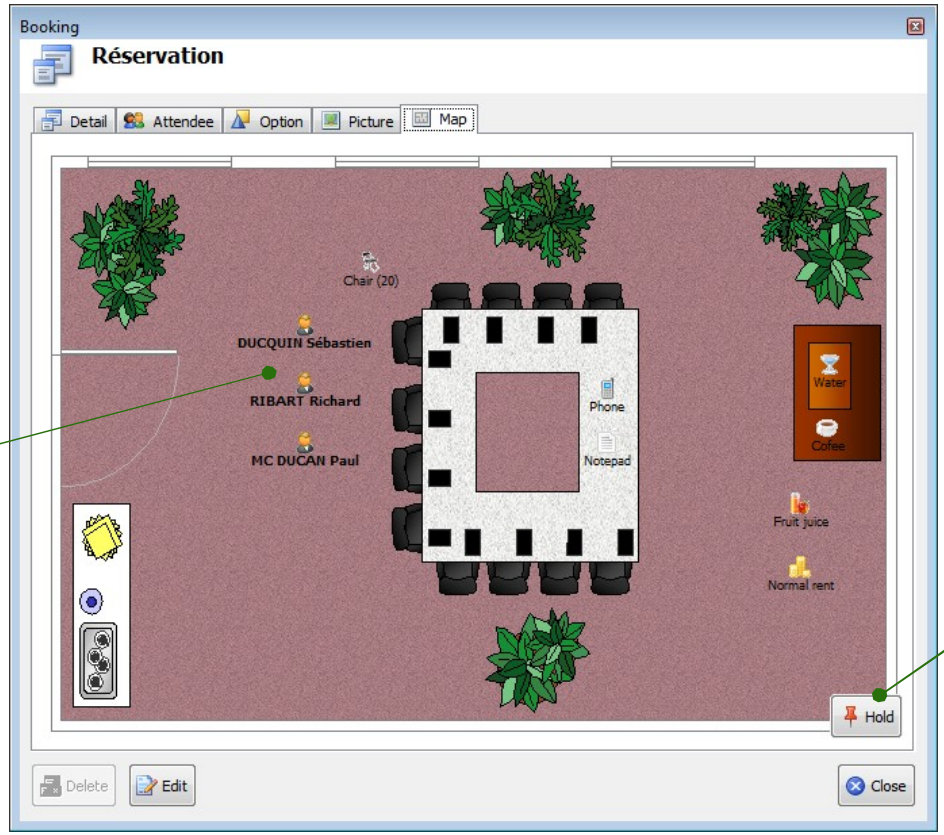
« Invoice » tab in the contact form



Lets you define if this contact is subject to the VAT.

You can set up the VAT rule: either from the Excluding VAT amount or from the Including VAT amount (this rule will avoid any rounding problems).

You can graphically change the positions of the elements in the room by a simple « Drag & Drop », this is available for attendees, equipment or services.



To move he graphical element on the map (a person or an option), start to drag the icon up to the place you want. Drop the icon, the position is saved .

Freeze the current positions for all graphical elements (only for the options) to be displayed by default in the room.

Buttons that let you swap the view between the « full screen » (where positioning for options and attendees is more comfortable) and the detailed view with the 3 tabs information on the right side of the window.

Prévoyez d'insérer des images ou des plans dans une proportion conforme aux proportions qui seront affichées en plein écran soit :
en 800x600 ou en 1024x768 : environ 1,1/3 L/H
en 1280x1024 ou en 1600x1280 : environ 1,1/4 L/H

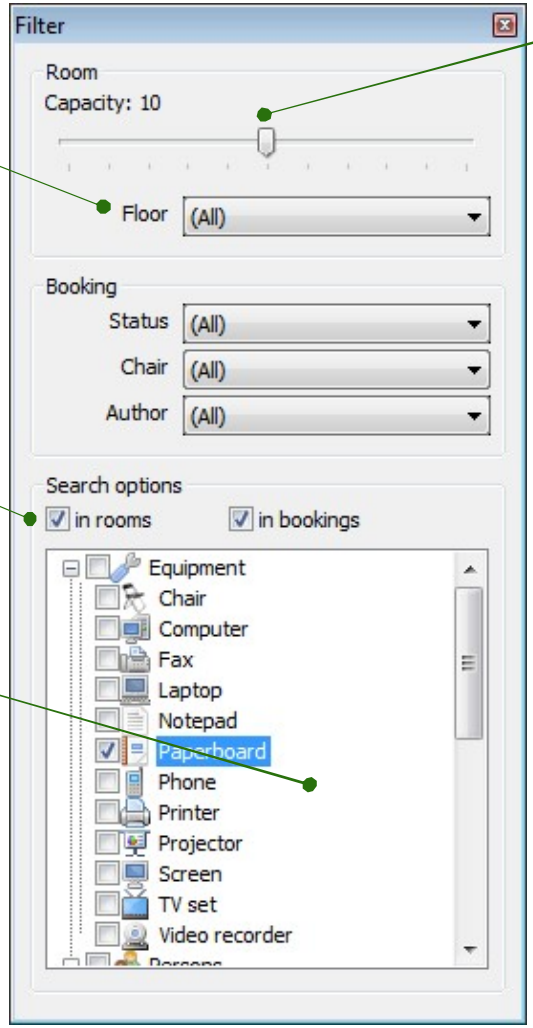
Vous garderez ainsi en plein écran une proportion de l'image ou du plan cohérente.

A « Filtrer » button in the main menu bar opens the filter form with multiple criteria:

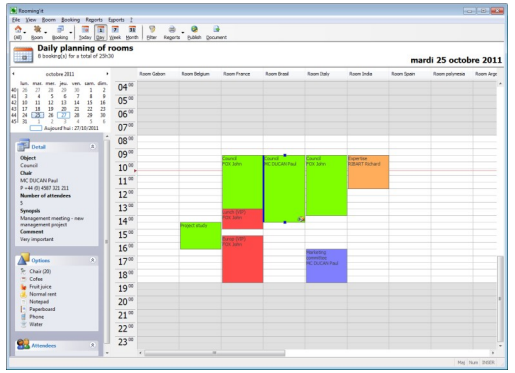
The floo filter applied to the 'Floor' setting in the room form.

This filter is available for reservations or rooms, or both of them.

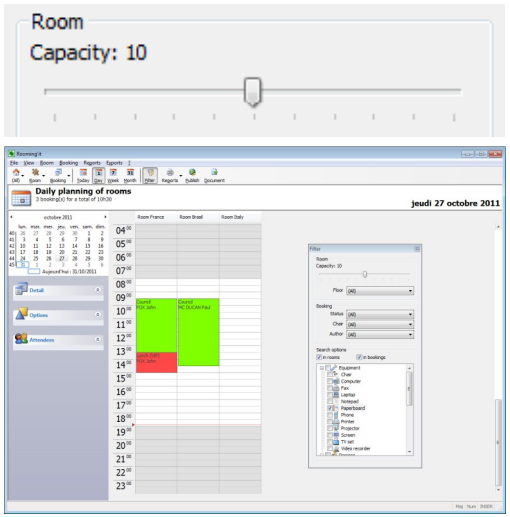
You can set the filter for one or several options, rooms that will still be visible have the selected equipment in their default options list.



This cursor lets you choose the minimum number of seats required in the rooms. When 0 is selected, all rooms are visible:



The cursor set to 10 will reduce the number of rooms visible to that ones with at least 10 seats.



Develop'it
46, rue Saint Antoine
75004 PARIS - France
roomingit@developit.fr

You can create in Rooming'it all RTF formatted documents as templates. These templates will provide you a set of documents to print (available for a reservation or for a chair) like room rental convention, official written confirmation, proposal or invoice.

For each contact form, you will find a tab with all settings:

Criteria to select the documents.

(Without) : Makes visible the reservations without any document attached.

(All) : all réservations (up to the 1000 firsts ones if no other criteria).

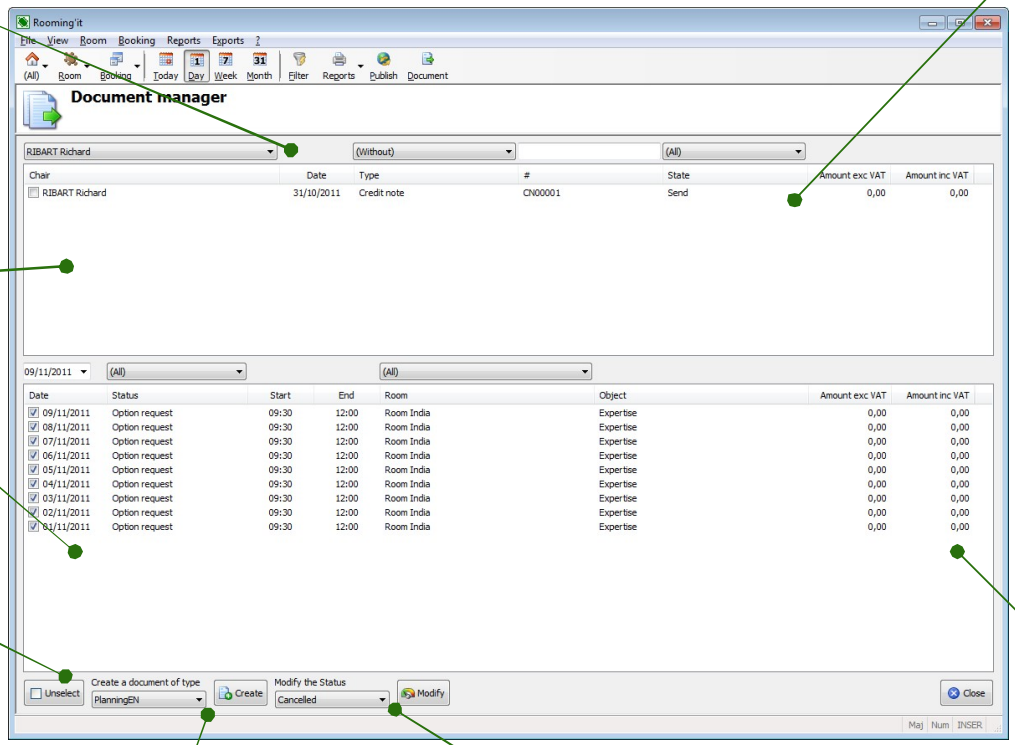
List of available documents.

List of reservations that have a document attached to or that satisfy the criteria.

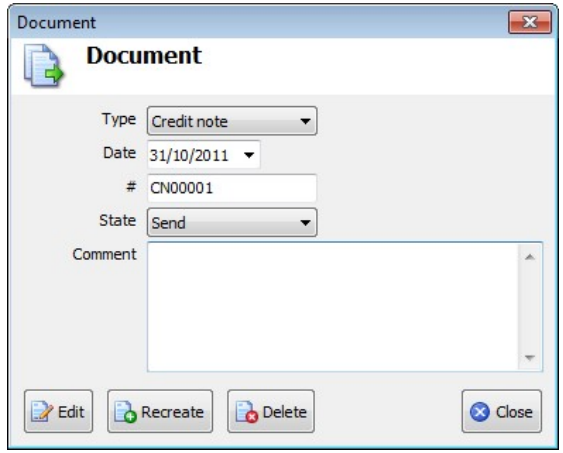
Check or uncheck to select or unselect the reservations shown in the list.

Lets you select the type of document to create. The newly created document will appear in the list in the bottom side of the window.

Change the status for the selected set of reservations.


Rooming'it
File View Room Booking Reports Exports ?
Document manager
RIBART Richard
(Without)
(All)
Chair Date Type # State Amount exc VAT Amount inc VAT
RIBART Richard 31/10/2011 Credit note CN00001 Send 0,00 0,00
09/11/2011
(All)
(All)
Date Status Start End Room Object Amount exc VAT Amount inc VAT
09/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
08/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
07/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
06/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
05/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
04/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
03/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
02/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
01/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
Unselect
Create a document of type
PlanningEN
Create
Modify the Status
Cancelled
Modify
Close

Double click on a document to open the detailed window containing information and comments:



For chargeable options, the list will show the amounts to prepare a proposal or for invoicing.

A complete set of merging fields is available to prepare templates for documents:

General information concerning the document itself

[TypeDocument] : label of the document type
[DateDocument] : date of reference of the document
[NoDocument] : unique number of the document (receipt pad)

Financial amounts for the document's foot

[MontantHT] : amount exc. VAT
[BaseHT0] : amount not subject to the VAT
[BaseHT1] : amount Exc. VAT - basic fee for VAT 1 calculation
[BaseHT2] : amount Exc. VAT - basic fee for VAT 2 calculation
[TauxTVA1] : rate for VAT 1
[TauxTVA2] : rate for VAT 2
[TVA1] : calculated amount of the VAT 1
[TVA2] : calculated amount of the VAT 2
[MontantTTC] : amount with VAT

[MontantEnFrancaisUnite]euros[DebutCentime] et
[MontantEnFrancaisCentime]cents[FinCentime] : amount written in letters (only for the French version)

[Commentaire] : comments written on that document
[Etat] : validation state of the document

Information about the current user

[CodeUtilisateur] : user code of the current user
[NomUtilisateur] : full name of the current user (only when the security has been set up).

Information from the chairs of the reservations

[Civilite] [Nom] [Prenom] : chair identity
[Fonction] : function as defined in the list
[Societe] [Adresse] [CodePostal] [Ville] [Pays] : full address

[Liaison] : default contact information defined in the form

[Sexe] : (M)ale or (F)emale

[Type1] [Valeur1] : type and value of the contact information number 1
[Type2] [Valeur2] : type and value of the contact information number 2
[Fax] [EMail] : fax and email dedicated zones of the contact
[Type3] [Valeur3] : type and value of the contact information number 3
[Type4] [Valeur4] : type and value of the contact information number 4

[Zone1] [Zone2] [Zone3] [Zone4] [Zone5] [Zone6] : free information fields

[Notes] : comments

[NomComplet] : full name of the chair as declared in the reservation (when the chair has not been saved in the address book)

[Facturable] : billable yes/no
[TVA] : VATable yes/no
[NoTVAIntra] : EU VAT registration number

[EnSommeil] : contact sleeping yes/no

« system » information

[DateDuJour] : date of the current day at standard format (settings from Regional Settings)
[DateDuJourLongue] : date of the current day at long format (ex: Friday, January, 12 2008)
[NomFichier] : File name

A generated document can handle a list of reservations and options within that reservations. To generate that kind of document, you have some special tags for the lists [DebutReservation] ... [FinReservation] that will declare a block for that list.

As for the lists of reservations, you also have the special tags [DebutOption] ... [FinOption] to declare a block of options.

Detail of a reservation

[Objet] : subject of the reservation
[DateReservation] : date of the reservation (formatted as declared in your Regional Settings)
[HeureDebut] [HeureFin] : starting and ending hour of a reservation (formatted as declared in your Regional Settings)
[Organisateur] : full name of the chair of the reservation
[NbParticipant] : number of attendees
[Auteur] : full name of the author (user) of the reservation
[Synopsis] and [RCommentaire] : Synopsis and comments
[RMontantHT] [RBaseHT0] [RBaseHT1] [RBaseHT2] [RTauxTVA1] [RTauxTVA2] [RTVA1] [RTVA2] [RMontantTTC] : financial amounts (Totals for the reservation)
[Confidentielle] : confidential yes/no
[Statut] : current status of the reservation
[NomSalle] [NomSite] [Etage] [NbPlace] [NoPoste] [NomGestionnaire] : information from the assigned room

Bloc structure [DebutReservation] ... [FinReservation]

[DebutReservation]

[Objet] [DateReservation] [DateReservationLongue] [HeureDebut] [HeureFin]
[Organisateur] [NbParticipant] [Auteur] [Synopsis] [RCommentaire]
[RMontantHT] [RBaseHT0] [RBaseHT1] [RBaseHT2]
[RTauxTVA1] [RTauxTVA2] [RTVA1] [RTVA2]
[RMontantTTC] [Confidentielle] [Statut]
[NomSalle] [NomSite] [Etage] [NbPlace] [NoPoste] [NomGestionnaire]

[DebutOption]
[Option] [TypeOption] [Quantite] [PrixHT] [TauxTVA] [OMontantHT] [PrixTTC]
[FinOption]

[FinReservation]

List of rooms

You can use this following section to handle a list of rooms for a set of reservations.

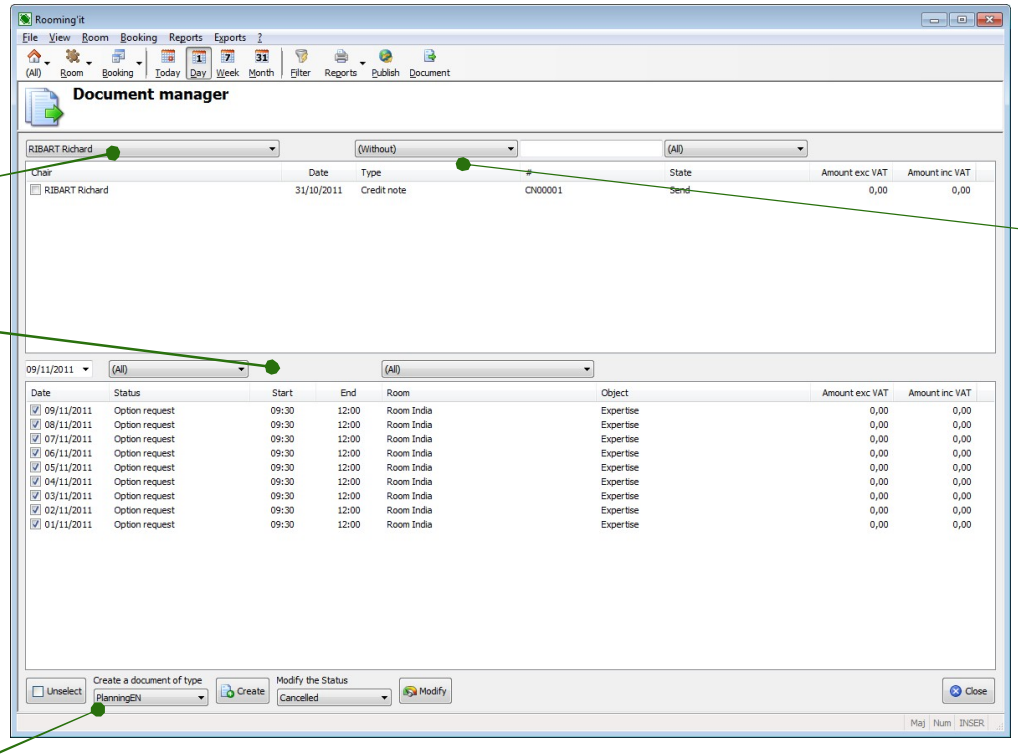
[DebutSalle]
[NomSalle]
[FinSalle]

Example steps to create a document - 1

1 Select the contact who you want to send a document.

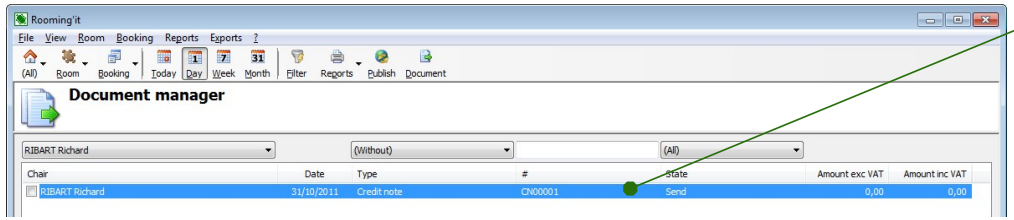
To see all reservations attached to a generated document, check the left regarding box.

You can also set your criteria for different dates, rooms or status to see more or less bookings.

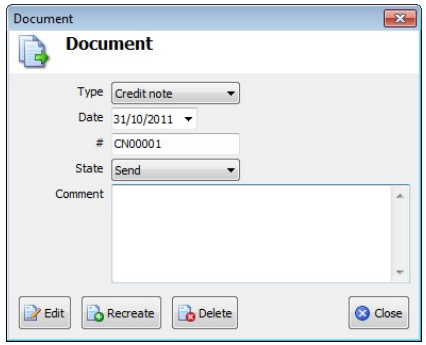

Rooming'it
File View Room Booking Reports Exports ?
Today Day Week Month Filter Reports Publish Document
Document manager
RIBART Richard
(Without)
(All)
Chair Date Type # State Amount exc VAT Amount inc VAT
RIBART Richard 31/10/2011 Credit note CN00001 Send 0,00 0,00
09/11/2011
(All)
(All)
Date Status Start End Room Object Amount exc VAT Amount inc VAT
09/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
08/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
07/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
06/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
05/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
04/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
03/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
02/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
01/11/2011 Option request 09:30 12:00 Room India Expertise 0,00 0,00
Unselect
Create a document of type
PlanningEN
Create
Modify the Status
Cancelled
Modify
Close

2 Check the box « Without » and change the deadline to show the corresponding reservations in the list.

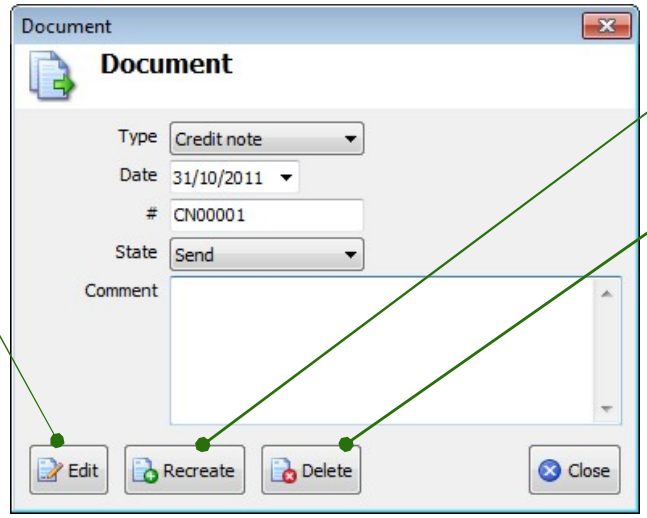
3 Select the template to create your document from, then click on the « Create » button.


Rooming'it
File View Room Booking Reports Exports ?
Today Day Week Month Filter Reports Publish Document
Document manager
RIBART Richard
(Without)
(All)
Chair Date Type # State Amount exc VAT Amount inc VAT
RIBART Richard 31/10/2011 Credit note CN00001 Send 0,00 0,00

4 The document has been created, double click on it to see its details.



Example steps to create a document - 2



5 Fill in all relevant information then click on the [Edit] button.

That [Recreate] button will delete the current document if any and then recreate a brand new one.

The [Delete] button will delete the document and free the bookings attached.

If a merger field is not merging correctly, this is due to invisible formatting instructions that MS Word has put inside that field. To correct that problem:

1 - Select the entire paragraph or the sentence that contains the merger field.

2 - Do a **« Copy »** then, without any other operation...

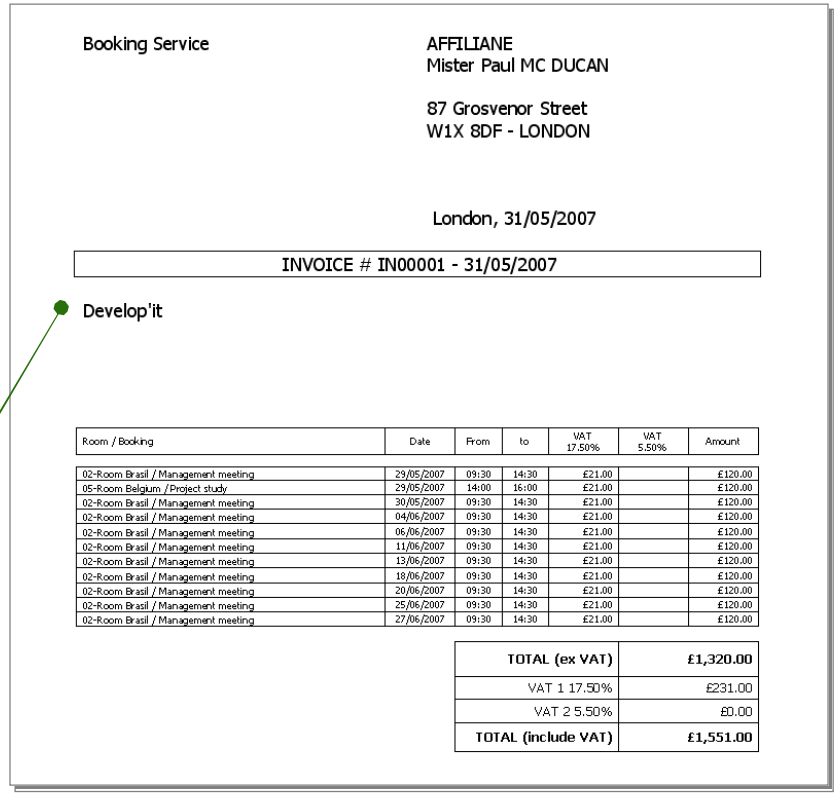
3 - ...Do (Edition menu) **« Paste special... »** and select **« Unformatted Text »** to remove all format instructions.

4 - Retry to merge a new document.

6 You obtain a document conform to the initial template.

That document is saved in the dedicated documents directory.

You can modify that document and work on his layout, remember to save your work.



Booking Service

AFFILIANE
Mister Paul MC DUCAN

87 Grosvenor Street
W1X 8DF - LONDON

London, 31/05/2007

INVOICE # IN00001 - 31/05/2007

Develop'it

Room / Booking	Date	From	to	VAT 17.50%	VAT 5.50%	Amount
02-Room Brasil / Management meeting	29/05/2007	09:30	14:30	£21.00		£120.00
05-Room Belgium / Project study	29/05/2007	14:00	16:00	£21.00		£120.00
02-Room Brasil / Management meeting	30/05/2007	09:30	14:30	£21.00		£120.00
02-Room Brasil / Management meeting	04/06/2007	09:30	14:30	£21.00		£120.00
02-Room Brasil / Management meeting	06/06/2007	09:30	14:30	£21.00		£120.00
02-Room Brasil / Management meeting	11/06/2007	09:30	14:30	£21.00		£120.00
02-Room Brasil / Management meeting	13/06/2007	09:30	14:30	£21.00		£120.00
02-Room Brasil / Management meeting	18/06/2007	09:30	14:30	£21.00		£120.00
02-Room Brasil / Management meeting	20/06/2007	09:30	14:30	£21.00		£120.00
02-Room Brasil / Management meeting	25/06/2007	09:30	14:30	£21.00		£120.00
02-Room Brasil / Management meeting	27/06/2007	09:30	14:30	£21.00		£120.00

TOTAL (ex VAT)	£1,320.00
VAT 1 17.50%	£231.00
VAT 2 5.50%	£0.00
TOTAL (include VAT)	£1,551.00

This template is linked to the [Edit] button available on bottom left of the reservation form. It is built the same way as for other templates using the following tags:

Informations relative to the chair or to the attendees of a reservation

[DebutOrganisateur] ... [FinOrganisateur]
Or
[DebutParticipant] ... [FinParticipant]

[NomParticipant] name of the attendee (use it when attendees are not coming from the contacts list).
[Civilite] [Nom] [Prenom] : contact name and surname
[Fonction] : function as define in the list
[Societe] [Adresse] [CodePostal] [Ville] [Pays] : full address

[Liaison] : main contact defined in the form

[Sexe] : (M)ale ou (F)emale

[Type1] [Valeur1] : type and value for the communication element 1
[Type2] [Valeur2] : type and value for the communication element 2
[Fax] [EMail] : reserved fields for fax and email of the contact
[Type3] [Valeur3] : type and value for the communication element 3
[Type4] [Valeur4] : type and value for the communication element 4

[Zone1] [Zone2] [Zone3] [Zone4] [Zone5] [Zone6] : free information fields

[Notes] : comments

[NomComplet] : full name of the contact as defined in the reservation
(In the case where the chair is not in the contacts list)

[Facturable] : invoicable yes/no
[TVA] : VAT applicable yes/no
[NoTVAIntra] : EU VAT intracom number

[EnSommeil] : sleeping contact yes/no

Informations « système »

[DateDuJour] : date of the day standard format (regional settings)
[DateDuJourLongue] : date of the day long format (ex: friday 12 of january 2011)

Détail des réservations

[Objet] : object
[DateReservation] : date (format coming from the regional settings)
[HeureDebut] [HeureFin] : start and end time (format coming from the regional settings)
[Organisateur] : full name of the chair
[NbParticipant] : number of attendees
[Auteur] : full name of the author
[Synopsis] et [RCommentaire] : synopsis and comment
[RMontantHT] [RBaseHT0] [RBaseHT1] [RBaseHT2] [RTauxTVA1] [RTauxTVA2] [RTVA1] [RTVA2] [RMontantTTC] : amounts (total for the reservation)
[Confidentielle] : confidential yes/no
[Statut] : current status
[NomSalle] [NomSite] [Etage] [NbPlace] [NoPoste] [NomGestionnaire] : informations coming from the selected room

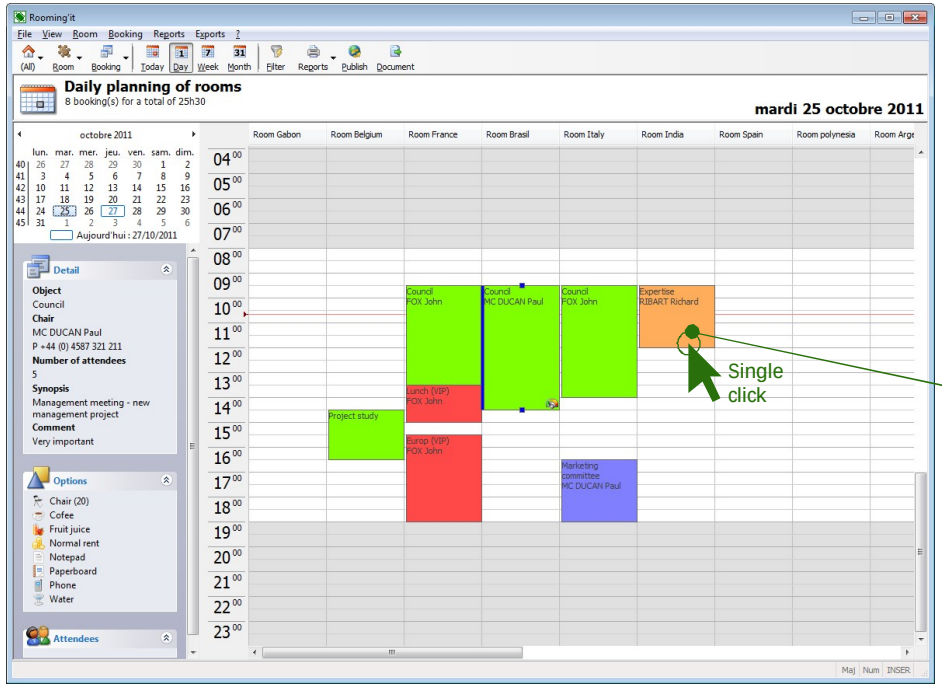
Détail des options

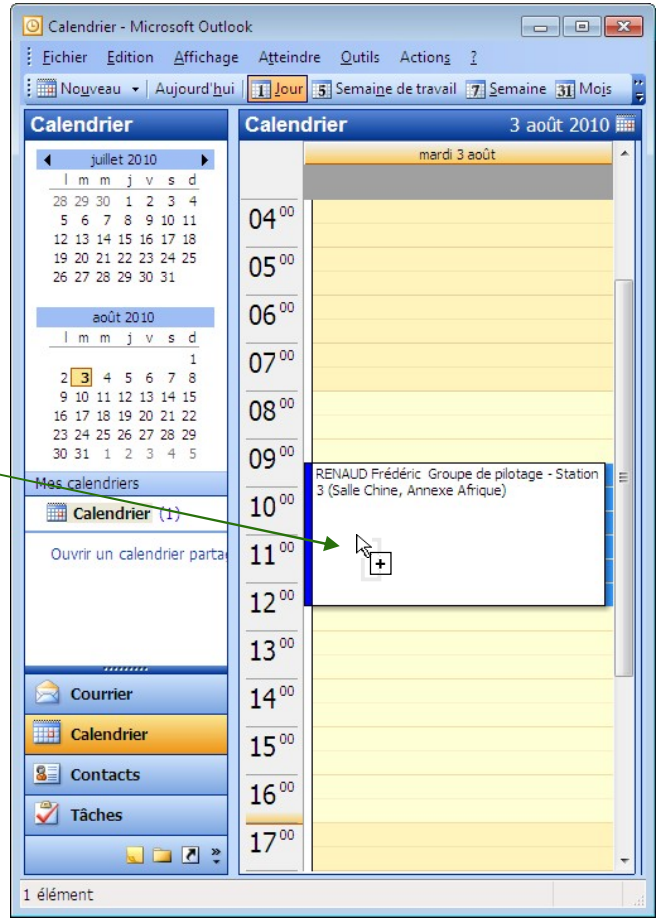
[DebutOption] ... [FinOption]

[Option] : label of the option
[TypeOption] : label of the option group
[Quantite] : quantity
[Multiplicateur] : multiplicator
[OMontantHT] : amount exc. VAT
[PrixTTC] : price with VAT
[TauxTVA] : VAT rate applied

Export a reservation

A simple drag and drop lets you export a reservation at an iCalendar format to insert it as a attachment in an email or to add it in your MS Outlook agenda.





1 **Left click** on the object you would like to drag **and stay pressed** with the mouse button, then **drag** the mouse to the Outlook agenda for exemple.

2 When the « + » symbol appears near the mouse cursor, **release the button**, the object is **dropped**.

Export the list of attendees of all reservations for a day

You can export the list of all attendees from all reservations from a particular day to a CSV file.

From the 'Exports' menu, click on 'List of attendees (.csv)', name the file and choose a directory then click on [Save] button. You will be able to open and read the file with MS Excel or other spreadsheet software with .csv capabilities.

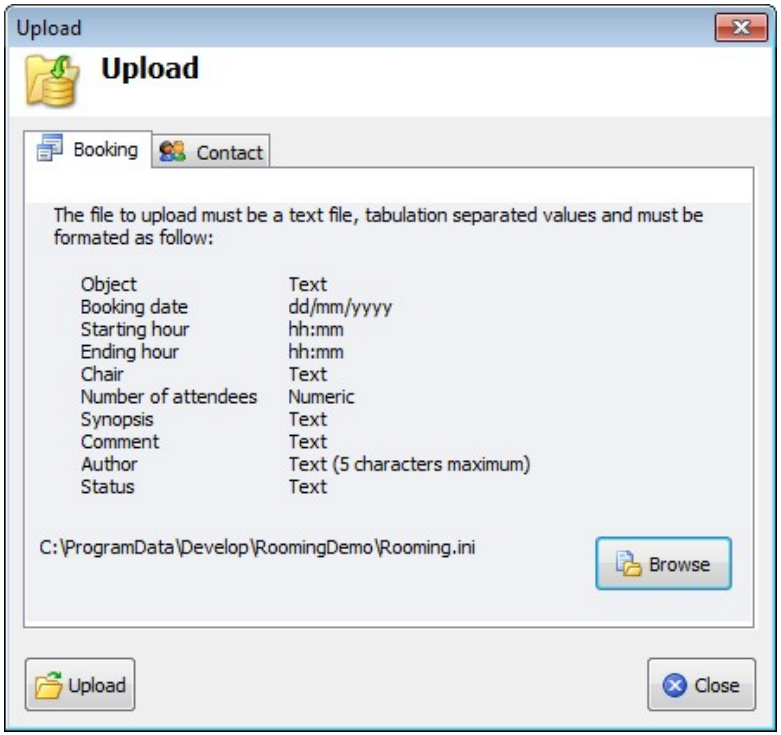
Upload reservations

A « text » file can be uploaded to create new reservations in Rooming'it.

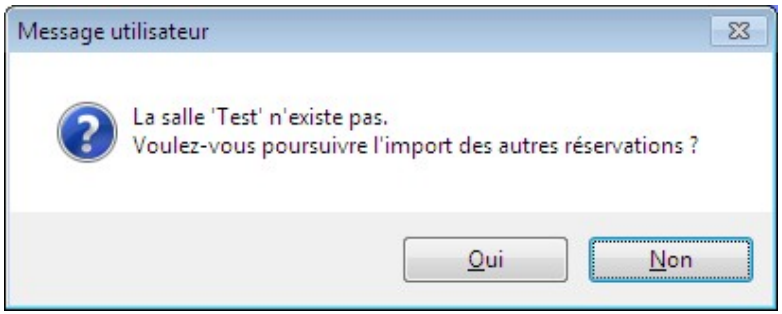
That file must have the following format:

```
Tabulation separated file

Object                  Text
Booking date            dd/mm/yyyy  Mandatory
Starting hour           hh:mm       Mandatory
Ending hour             hh:nn
Chair                   Text
Number of attendees     Numeric
Synopsis                Text
Comment                 Text
Author                  Text (5 characters maximum)
Status                  Text
```



If problems are encountered during the upload, a message ask you if you want to continue the upload or stop it (in this case reservations will not be uploaded).



Import a list of attendees

You have in the bottom of the contacts list a button that lets you upload or update your contacts. The criteria for the update is based on the email address of a contact that must be unique. To upload a file, it must be a .csv formated document, with headers declaring the name of the columns as follow:

Nom : name (Mandatory)

EMail : unique email address (Mandatory)

Prenom : surname
Civilite : « Mister », « Madam »

Fonction : function of the contact

Societe, Adresse, CodePostal, Ville : company, address, postal code and city

Pays : country

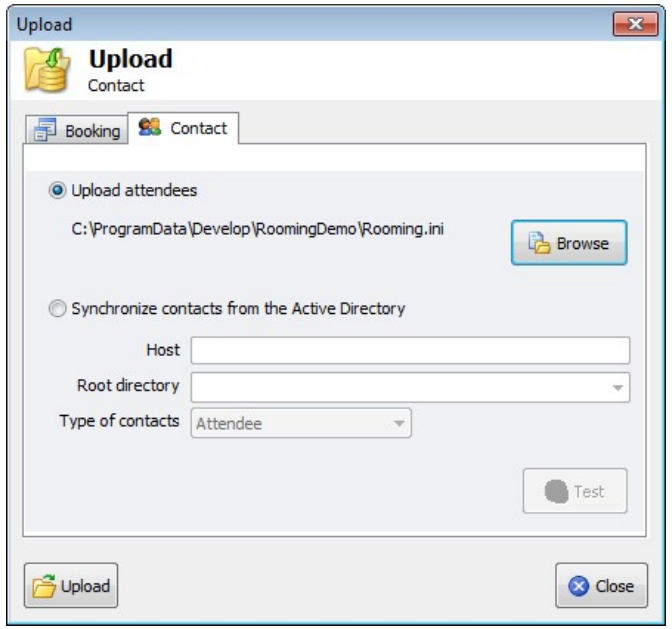
(pay attention to have the same names of functions, civility and country as the ones declared in Rooming'it to avoid any problem).

Valeur1, Valeur2, Valeur3, Valeur4 : phone numbers
Fax : fax number

Zone1, Zone2, Zone3, Zone4, Zone5, Zone6 : free informations in the contact form

Notes : comments

Publication : -1 for yes, 0 for no. (default value will be -1)
Organisateur : -1 for yes, 0 for no. (default value will be 0)



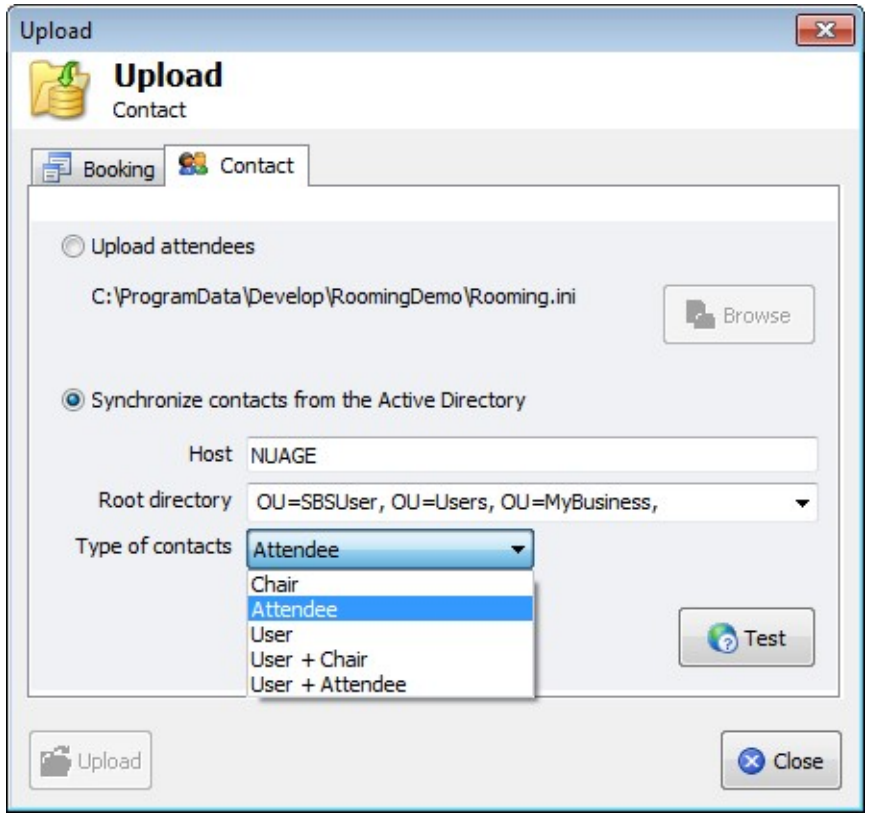
The columns sort does not matter.

You can declare in you .csv file only the information you need.

Import contacts

You can synchronize the contacts in your LDAP directory with your own Rooming'it contacts list. The program is reading recursively your Organisation Unit.

Click on the [Test] button: if the bottom left button activate then the program is able to connect and read your LDAP and you can start the process by clicking the [Upload] button.



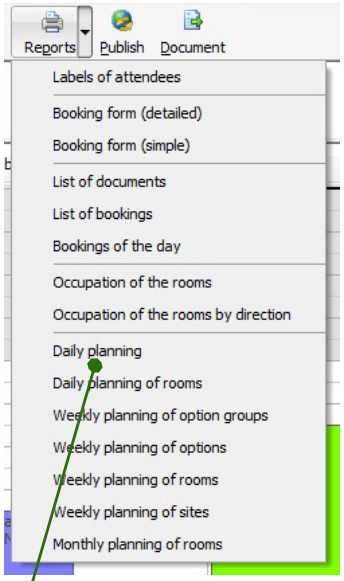
Automation from a server

You can schedule an automated task from the command line from a server with a licensed version installed on it. The command line to run in the scheduler is:

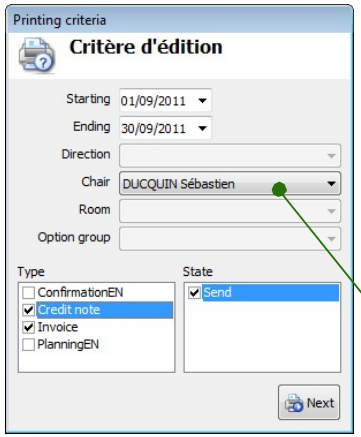
```
«c:\Program files\Develop\Rooming\Rooming.exe» SynchronisationActiveDirectory
```

Reports available are displayed in the « Reports » button in the tools bar. These reports will display a preview on the screen. They are depending on the current criteria (« Site » and « Date » in the main screen), confidentiality for rooms and reservations, and more criteria to select if any. All printing settings are memorised for each desktop station in the 'rooming.ini' file saved in the installation directory of the software.

The reports « Occupation of the rooms » and « Occupation of the rooms by direction » are available for administrators only.

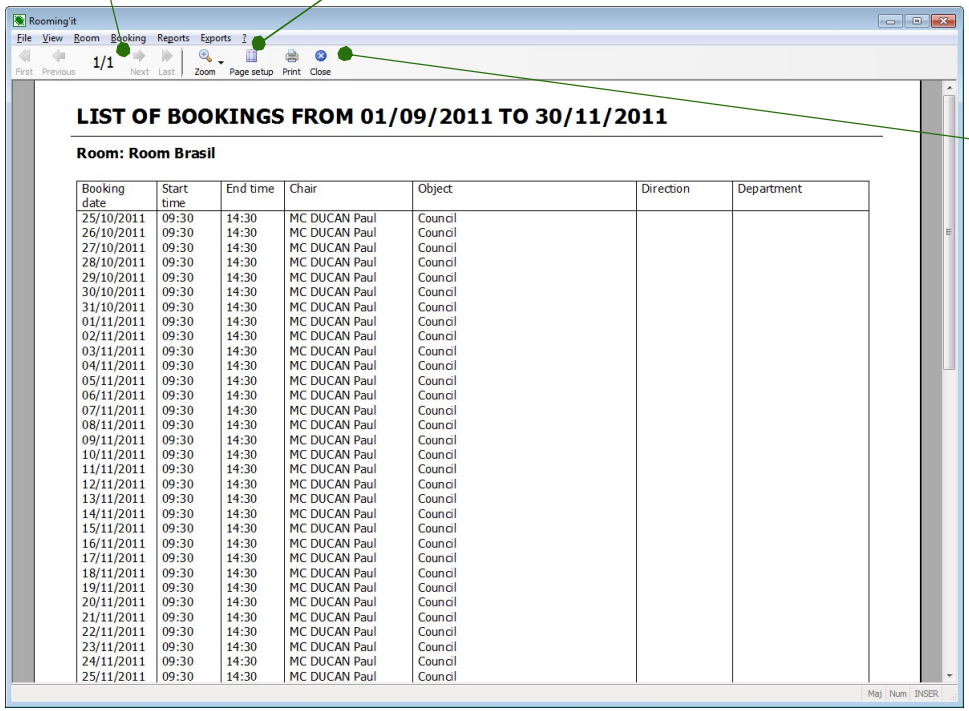


You obtain:



Navigation buttons for pages of the preview.

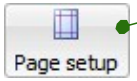
Opens the page setup.
Personal page setup parameters are saved for each report and each desktop station.


Rooming'it
File View Room Booking Reports Exports ?
First Previous 1/1 Next Last Zoom Page setup Print Close
LIST OF BOOKINGS FROM 01/09/2011 TO 30/11/2011
Room: Room Brasil
Booking date | Start time | End time | Chair | Object | Direction | Department
25/10/2011 09:30 14:30 MC DUCAN Paul Council
26/10/2011 09:30 14:30 MC DUCAN Paul Council
27/10/2011 09:30 14:30 MC DUCAN Paul Council
28/10/2011 09:30 14:30 MC DUCAN Paul Council
29/10/2011 09:30 14:30 MC DUCAN Paul Council
30/10/2011 09:30 14:30 MC DUCAN Paul Council
31/10/2011 09:30 14:30 MC DUCAN Paul Council
01/11/2011 09:30 14:30 MC DUCAN Paul Council
02/11/2011 09:30 14:30 MC DUCAN Paul Council
03/11/2011 09:30 14:30 MC DUCAN Paul Council
04/11/2011 09:30 14:30 MC DUCAN Paul Council
05/11/2011 09:30 14:30 MC DUCAN Paul Council
06/11/2011 09:30 14:30 MC DUCAN Paul Council
07/11/2011 09:30 14:30 MC DUCAN Paul Council
08/11/2011 09:30 14:30 MC DUCAN Paul Council
09/11/2011 09:30 14:30 MC DUCAN Paul Council
10/11/2011 09:30 14:30 MC DUCAN Paul Council
11/11/2011 09:30 14:30 MC DUCAN Paul Council
12/11/2011 09:30 14:30 MC DUCAN Paul Council
13/11/2011 09:30 14:30 MC DUCAN Paul Council
14/11/2011 09:30 14:30 MC DUCAN Paul Council
15/11/2011 09:30 14:30 MC DUCAN Paul Council
16/11/2011 09:30 14:30 MC DUCAN Paul Council
17/11/2011 09:30 14:30 MC DUCAN Paul Council
18/11/2011 09:30 14:30 MC DUCAN Paul Council
19/11/2011 09:30 14:30 MC DUCAN Paul Council
20/11/2011 09:30 14:30 MC DUCAN Paul Council
21/11/2011 09:30 14:30 MC DUCAN Paul Council
22/11/2011 09:30 14:30 MC DUCAN Paul Council
23/11/2011 09:30 14:30 MC DUCAN Paul Council
24/11/2011 09:30 14:30 MC DUCAN Paul Council
25/11/2011 09:30 14:30 MC DUCAN Paul Council

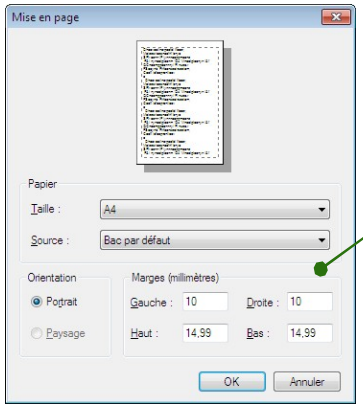
Close the preview and get back to the main screen of Rooming'it.

The criteria to fill in are in black and not in grey.

A page setup button during the preview of a report will let you change your settings that satisfy your needs.

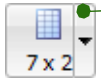


Click on the « Page setup » button to change the orientation, the page size, and the margins.

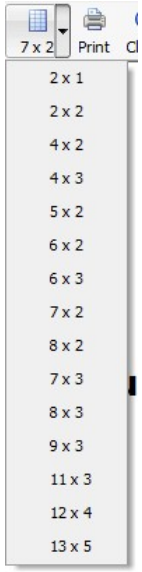


These settings are memorised for each report and each desktop station.

In the « Labels for attendees » reporting preview, you have a dedicated button that lets you define the layout format you are commonly using.



This dropdown list lets you define the number of labels per sheet:



The publication lets you diffuse the reservations on the web (in an Intranet or in the Internet). This possibility is only accessible for user with administrator privilege for Rooming'it.

Before starting this process, you must have a host with a web server and PHP engine activated (version 4.x) or you can subscribe to our hosting services (please contact us).

Address of the site and subdirectory (by default « /httpdocs/ » where files, images, php scripts and html files will be transferred.

Email address where reservation requests will be send to.

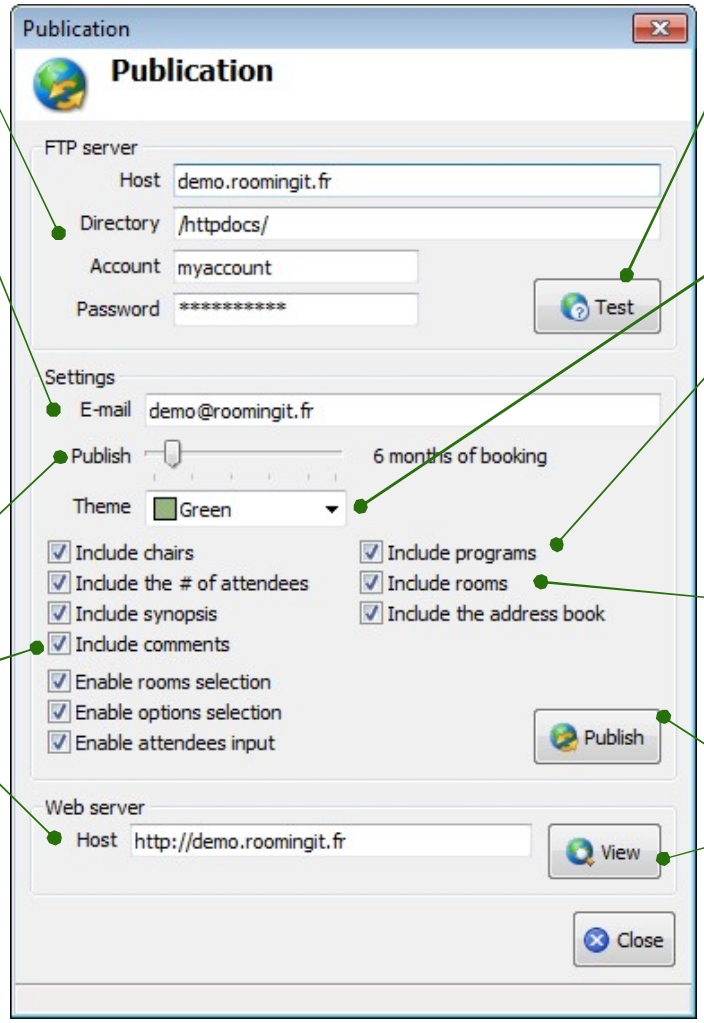
Attention: a SMTP server must be defined on the web server and in PHP settings (php.ini file on your server).
PHP is not able to send a mail from a server with authentication, your SMTP server must be without that setting.

By default, 1 month before the current month will be published. You can define here the number of months to publish, prior to the current one.

Reservation information to include during the publication.

Internet address of the site.

If you have subscribed to our hosting service for your web site, we will provide you the subdomain address, the account and the password required.



Test the connection to the FTP server with the current settings, memorise the response and disconnect. This test does not put or remove any file. It just validate FTP settings before publication.

The theme will be changed if the option 'Include programs' is checked.

Include programs: this will send the scripts that are necessary to run the site as expected (this option must be checked to generate the site after the first installation, when the site has been moved to another location, when the site is not running properly or after an update of the software).

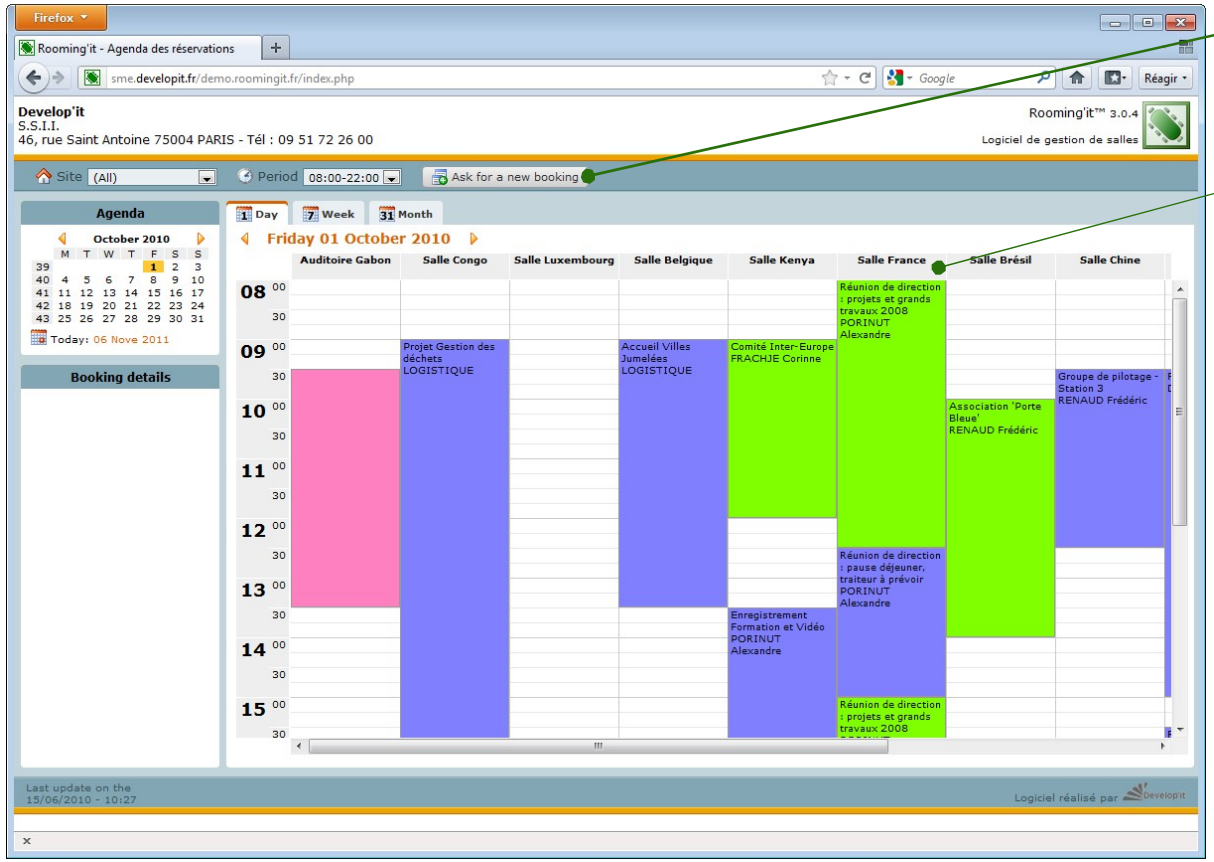
Include rooms: this will send or send again the rooms settings (maps, pictures, names) in case of you changed something.(Note: rooms in a « Sleeping » position will not be published).

Publish: this will start the publication of the full list of reservations scheduled.

Link to the site (open your default browser).

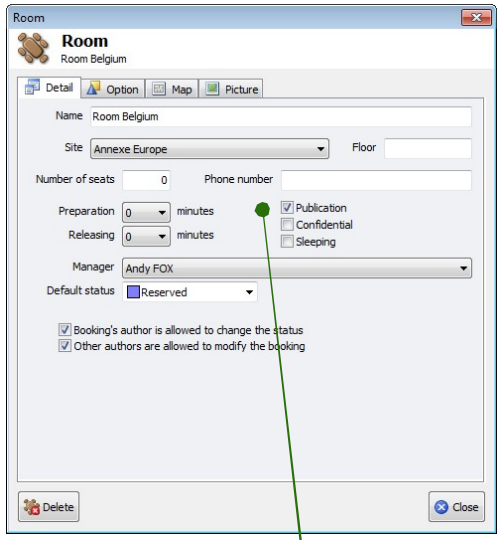
Remember to check the « Include programs » checkbox if you have changed the general settings of Rooming'it in order to update the site during the next publication.

The published site will be conform to the settings of each room and of each reservation as defined in the software.


Rooming'it - Agenda des réservations
Develop'it
S.S.I.I.
46, rue Saint Antoine 75004 PARIS - Tél : 09 51 72 26 00
Rooming'it™ 3.0.4
Logiciel de gestion de salles
Site (All)
Period 08:00-22:00
Ask for a new booking
Agenda
Booking details
Day
Week
Month
Friday 01 October 2010
Auditoire Gabon
Salle Congo
Salle Luxembourg
Salle Belgique
Salle Kenya
Salle France
Salle Brésil
Salle Chine
Projet Gestion des déchets LOGISTIQUE
Accueil Villes Jumelées LOGISTIQUE
Comité Inter-Europe FRACHJE Corinne
Réunion de direction : projets et grands travaux 2008 PORINUT Alexandre
Association 'Porte Bleue' RENAUD Frédéric
Groupe de pilotage - Station 3 RENAUD Frédéric
Réunion de direction : pause déjeuner, traiteur à prévoir PORINUT Alexandre
Enregistrement Formation et Vidéo PORINUT Alexandre
Réunion de direction : projets et grands travaux 2008
Last update on the 15/06/2010 - 10:27
Logiciel réalisé par

To deactivate the button that provide the form to ask for a reservation, you just have to publish without any email address in the dedicated setting field.

Only the rooms defined as ready for the publication.



Checkboxes that:
- define if the room can be published.
- define the default confidentiality for reservations created in this room.

Specifications to publish the site to an Intranet or to a local desktop

Apache WEB server all versions with PHP 4.x engine (Note: to send an email with the ask for a new reservation form: setup a SMTP server with no authentication and change accordingly the php.ini file on the PHP server)
n client machines of visitors: Internet Explorer 7, Mozilla Firefox 3, Opera 1, Google Chrome 10, Apple Safari 5.

Automate web publishing from a server

You can schedule an automatic command line task from a server that have a licensed version installed. The command line to declare the task to the scheduler or to a batch process is the following:

```
C:\Program Files\Develop\Rooming\Rooming.exe PublicationSilencieuse
```

« PublicationSilencieuse » is the parameter to start the publication as a process running in the background.

Automate web publishing from a desktop

You can schedule an automatic command line task from a desktop station that have a licensed version installed. The command line to declare the task to the scheduler or to a batch process is the following:

```
C:\Program Files\Develop\Rooming\Rooming.exe PublicationAutomatique
```

« PublicationAutomatique » is the parameter to open the window and start the publication, that window will be closed at the end of the process.

The task scheduler should be running even if the session is closed. In this case, the execution context has no network drives. Make sure your paths in Rooming.ini are correctly set up and available for the account to have the process running properly.

You should prefer setup Rooming.ini in with paths like \\Server\Share\Rooming\.. .rather then using network drives. Then check that the user defined to run the task has enough authorisations to that folders.

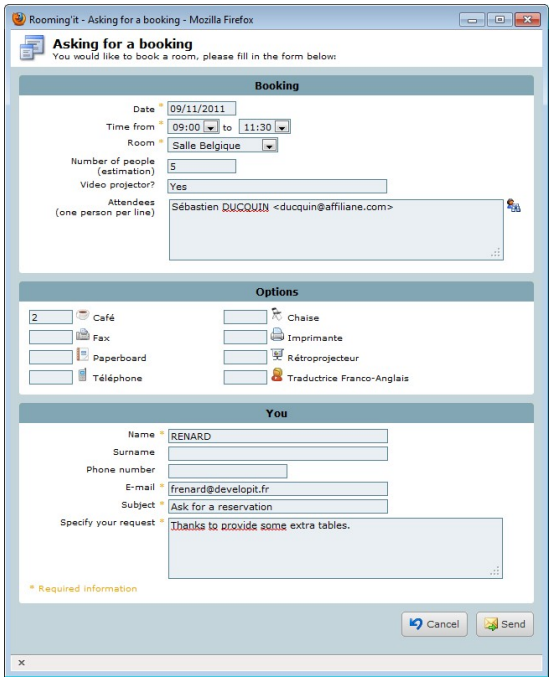
The path in these examples are defaults during Rooming'it installation. It may change depending your operating system version or your own installation process and settings.

To create bookings in Rooming'it using the file file attached to the email (file reservation.roo)

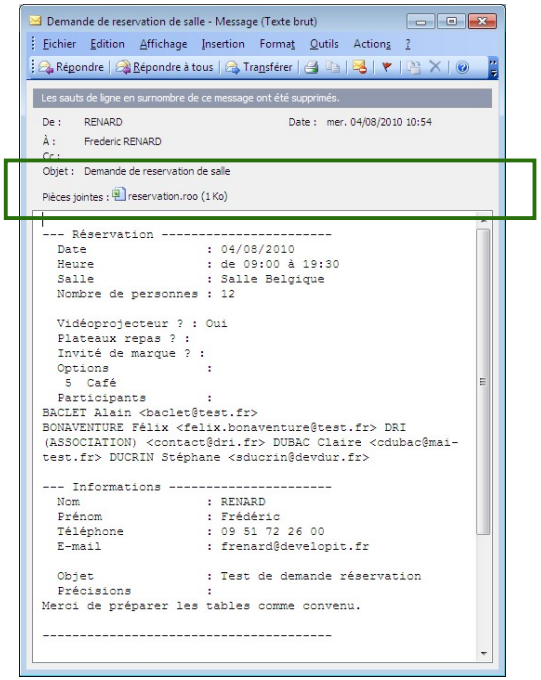
The room manager can create the booking directly in Rooming'it using the file attached to the email generated in the reservation request in the web site.

To do that, simply drag the file reservation.roo attached to the email the manager received and drop it to the Rooming'it main screen. You can also double click on the attached file to dreate it automatically.

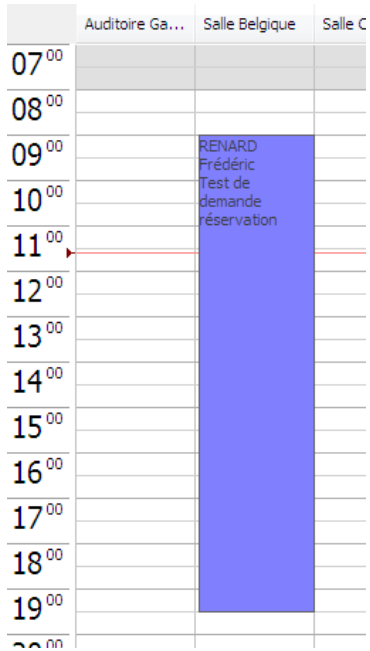
1 The visitor is sending its reservation request from the the web form



2 The manager declared will receive an email with all details and a file reservation.roo attached. Double click on the file...



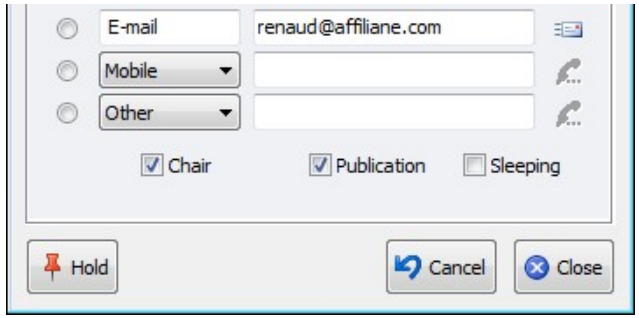
3 ... will create the reservation on Rooming'it. The chair, all options requested and attendees will be created too.



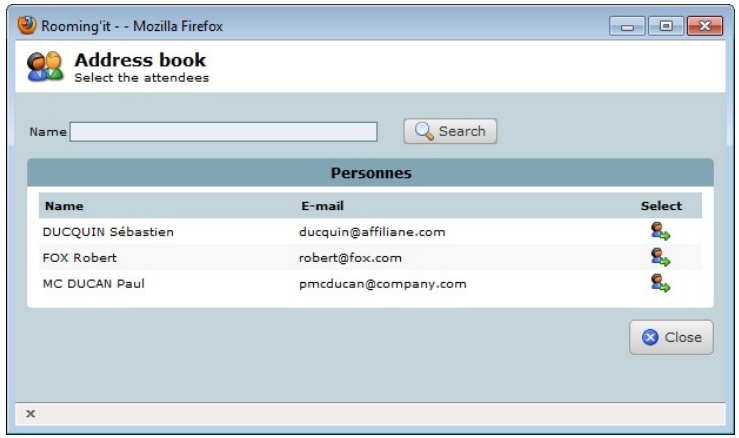
Nota: If you don't want to activate the room selection on the web site, you have to create an empty room and put this room in the first position: it will be considered as a waiting room and all reservation requests will be automatically placed in that room awaiting other affectation. At the end, you can move the booking to an existing room and send a confirmation notice to the chair.

Publish an address book of contacts and select them on the web site

When « Activate the attendees » and « Include the address book » are set in the publication settings, you can synchronize the web site with the list of the contacts with the « Publication » option ticked. These contacts 'publish-able' must have an email address that will be the link in the reservation request and the file attached.



Once published, the web site will have an address book and all contacts can be added to the reservation by simply clicking on the select icon.



You can add attendees that are not in the address book, use the following process:

Name Surname <e-mail@domain.com>

The email address has to be between < ...>.

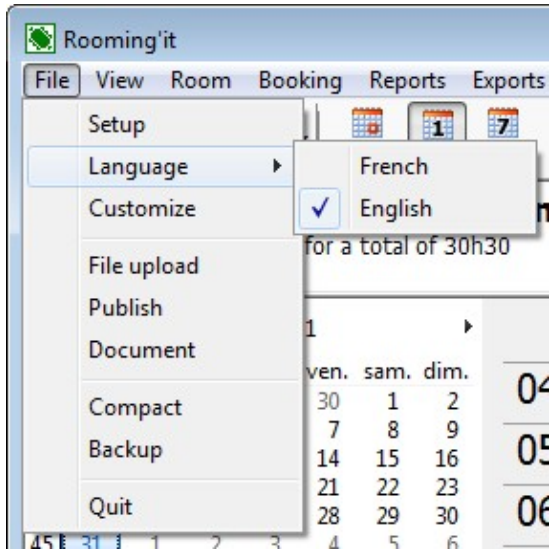
The file reservation.roo file attached will have this list of contacts, all attendees will be added in Rooming'it depending of their email address.

Choose the publication language

The web site will have the same language as the user interface or the server that will publish it.

Changing the language of the user interface

You can change the user interface language on each client desktop station on the following menu:



To validate and apply your change, quit then restart the application.

You can also change the file rooming.ini ([General] section)

CodeLangue=0 (for a user interface in French)

CodeLangue=1000 (for a user interface in English)

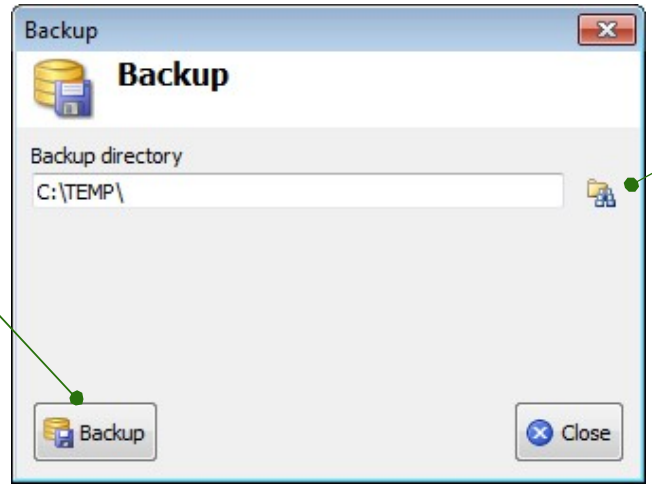
The two available languages are French and English.

You can have desktops stations in English and others in French at the same time.

Backup procedure

From the menu bar of the software, you can start a backup of your data.

This backup will include the Data.mde file, the directories that contain graphical objects (Icons and Images directories) and the directory that contain templates and generated documents.



You can select the directory where the backup file will be saved.

Start the backup process

The name of the resulting ZIP file is automatically generated with the following rule:
« RO » + date formatted like: « yymmdd ».zip

If several backups are done and stored at the same place the same day, the previous backup file will be deleted and replaced by the last one.

To restart from a backup file, you just have to un-archive that backup file with your preferred software (WinZip, WinRAR, 7-Zip, PowerArchiver,...) and replace all files in the installation directory or in the network directory if you are using a network version.

If you are in the situation where you have to install an important number of clients, you can proceed to a silent and automatic installation by using the command scripts available with the licensed version of the installation kit.

A silent installation from the installation kit can be done with the following command script:

Rooming.exe /SILENT
Rooming.exe /VERYSILENT

The following parameters are also available:

/LOG="C:\Temp\Roomingit.log" to trace the content and the result from the silent installation process (the file will be saved in the C:\Temp\ directory in this example).

/COMPONENTS="program" to install the program only (for a desktop client station, network version).

/NORESTART to avoid a restart in the rare case where the installation ask to restart the computer.

Updating the software and the data file

Updating the software consists of

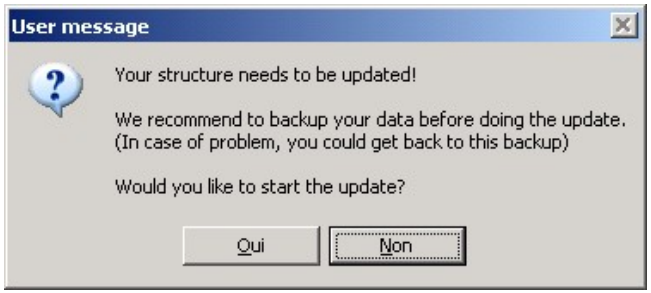
a) **doing a full backup of your data, templates, photos, icons and documents.**

b) downloading the last installation kit from our protected client download server and start that installation kit on each licensed desktop station **with the option « Data file » unchecked**.

Some updates requires some internal changes in the data structure of the software.

MS Jet version: (the most common version) To do those changes, you have to start Rooming'it from an already updates desktop station. When Rooming'it is starting, you will see the following dialog box. Make sure that no other user is connected to and is using the software, and answer « Yes » to that question.

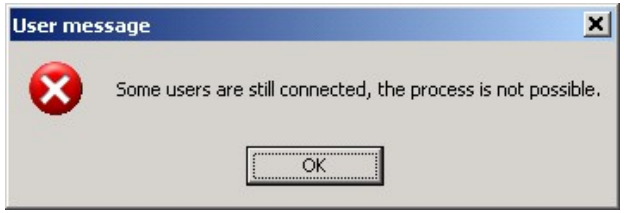
MS SQL version: contact us to obtain the updating scripts for your database.


User message
Your structure needs to be updated!
We recommend to backup your data before doing the update.
(In case of problem, you could get back to this backup)
Would you like to start the update?
Qui
Non

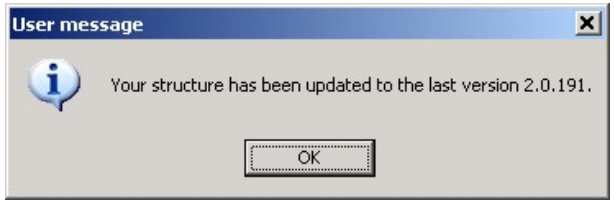
Attention: a non licensed version (demonstration version) can not be updated.

You have to uninstall and do a complete install again (with the deletion of the default installation directory after the uninstall step).

If a user is still connected to the Rooming'it database, you will have that specific message and the update is not done:



Ask all your users to quit Rooming'it then restart the process.



When the update is done, all other users can start it again.

Am I in the latest version?

You have in the menu bar of the application a « ? » menu, and a « About Rooming'it » submenu that let you identify the current version.

Version number of the database structure. This number must be in relation with the software version number (see update notices if required for the structure).

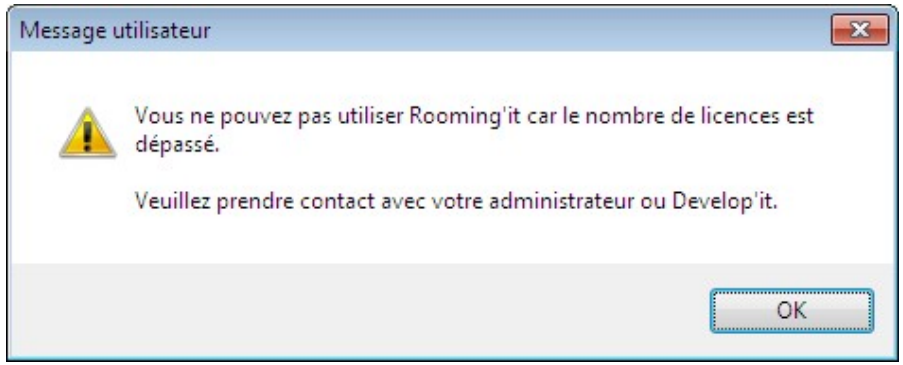
License number or « Démonstration ».

This license number can be filled in from the « File » menu, « Parameters » sub-menu and the « Main » tab.

Software version number.

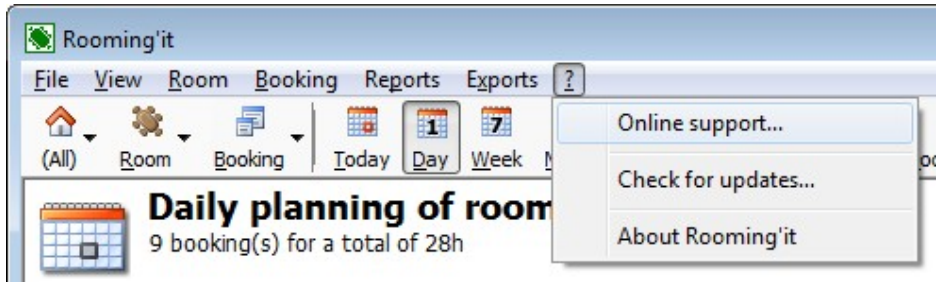
Number of licensed users exceeded?

If you have more users than the number of licenses, you will have an alert for that excess.


Message utilisateur
Vous ne pouvez pas utiliser Rooming'it car le nombre de licences est dépassé.
Veuillez prendre contact avec votre administrateur ou Develop'it.
OK

The demonstration version is not intended to be used in production, this is for evaluation only.

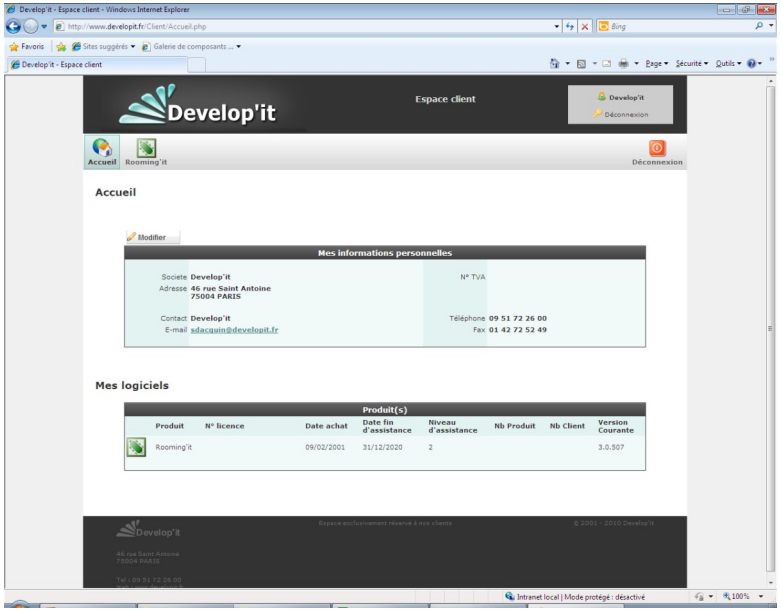
In the ? Menu, you have the direct access to your client portal and download the remote assistance software .

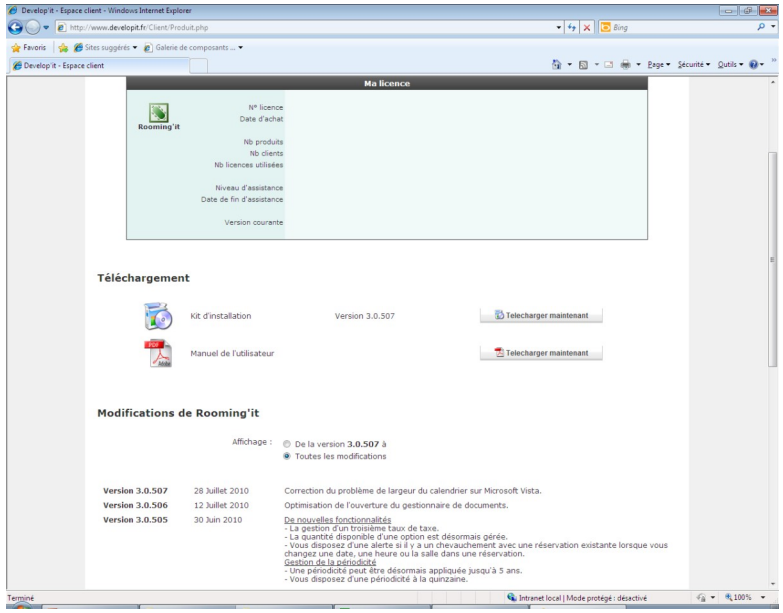

Rooming'it
File View Room Booking Reports Exports ?
(All) Room Booking Today Day Week
Online support...
Check for updates...
About Rooming'it
Daily planning of room
9 booking(s) for a total of 28h

The remote assistance software give us the possibility to share your screen and help you directly on your system.

Client portal

Your web client portal lets you have all details on your license, the dates of your maintenance contract. You can also change your personal informations on the client form and have the detail of all changes on Rooming'it versions.





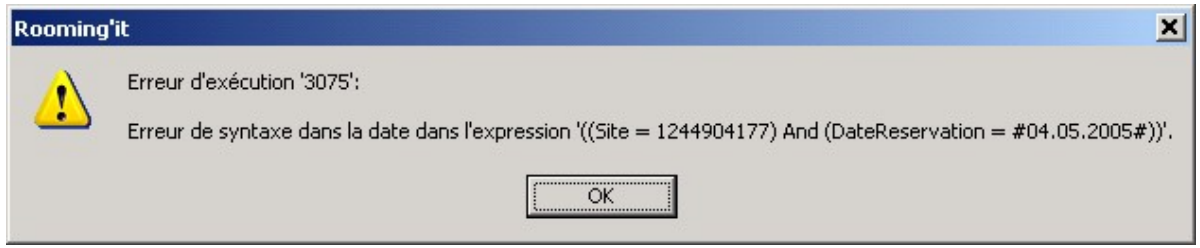
You may have an alert when the program starts

Rooming'it
Erreur d'exécution '3261':
La table 'Configuration' est verrouillée exclusivement par l'utilisateur 'Admin' sur l'ordinateur 'DUNE'.
OK

This message is mainly due to a problem with the rights accorded to the current user. It does not have the permission to write on the file Data.mde on another computer or a maintenance operation is running.

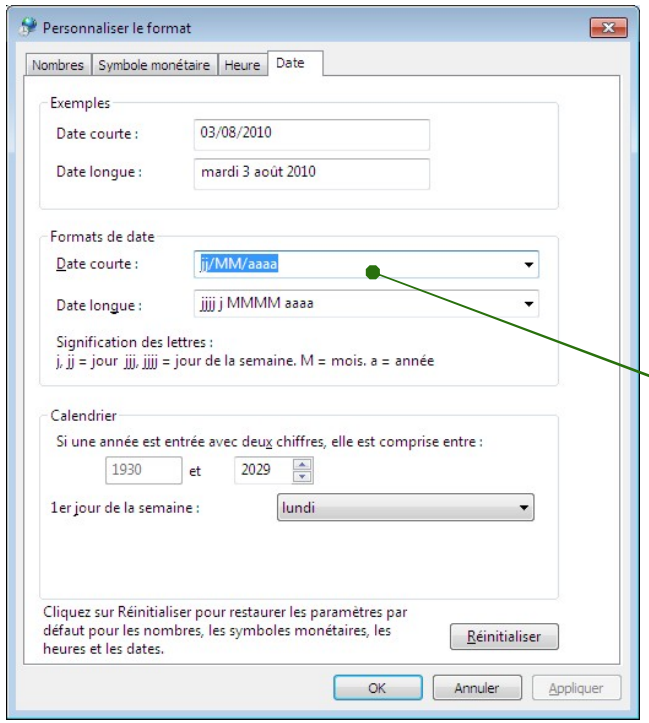
With a server or with data share from another computer, ask your administrator to check your user account and login session on the shared folder to make sure you have full access to the file Data.mde and Rooming'it directories.

You may have an alert when the program starts


Rooming'it
Erreur d'exécution '3075':
Erreur de syntaxe dans la date dans l'expression '((Site = 1244904177) And (DateReservation = #04.05.2005#))'.
OK

The more often, this message means that the date formats in the regional settings (from the control panel) has been personalised and are not well adapted for a use with Rooming'it (in this example, date are setup with « 04.05.2007 » format and not « 04/05/2007 »).

You have to check your regional settings for all your clients stations :

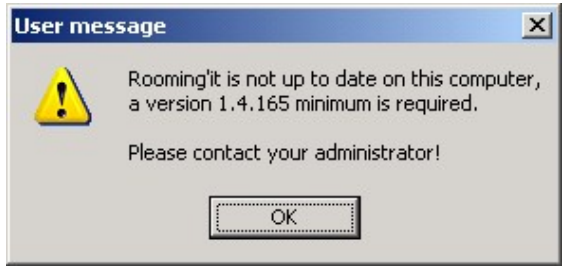

Personnaliser le format
Nombres
Symbole monétaire
Heure
Date
Exemples
Date courte : 03/08/2010
Date longue : mardi 3 août 2010
Formats de date
Date courte : jj/MM/aaaa
Date longue : jjjj j MMMM aaaa
Signification des lettres :
j, jj = jour jjj, jjjj = jour de la semaine. M = mois. a = année
Calendrier
Si une année est entrée avec deux chiffres, elle est comprise entre :
1930 et 2029
1er jour de la semaine : lundi
Cliquez sur Réinitialiser pour restaurer les paramètres par défaut pour les nombres, les symboles monétaires, les heures et les dates.
Réinitialiser
OK
Annuler
Appliquer

The separator for the dates must be the « / » symbol.

This error message may not be relevant since the version 1.2.126 that takes care of dates and numbers formats from the Windows Regional Settings.

If this message pops up, check that your software version is greater than 1.2.126 (? menu and About Rooming'it). If it is not the case, do a software update.

Using the MS Jet version, you may have an alert when the program starts


User message
Rooming'it is not up to date on this computer,
a version 1.4.165 minimum is required.
Please contact your administrator!
OK

This message means that your database structure has not been done yet and the Rooming'it program in your desktop station is too recent to start correctly. An update of the database must be done.

To do that database update, first ask to all your users to quit Rooming'it application, then restart the software (only one person) from your station: the update process will automatically start with Rooming'it (refer to Various questions, software and data update).

Attention: a non licensed software (demonstration version) could not be updated.

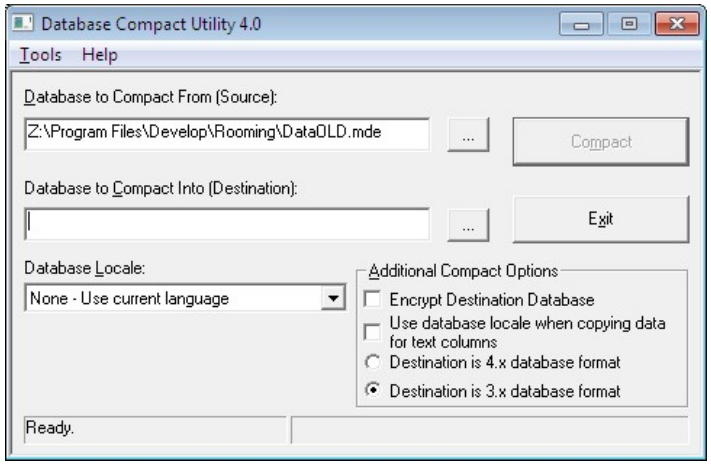
You have to uninstall and fully reinstall the application (with the deletion of the default installation directory of the software).

If your MS Jet database has been corrupted – after a network failure for example – you can use the Microsoft utility JetComp.exe to repair it.

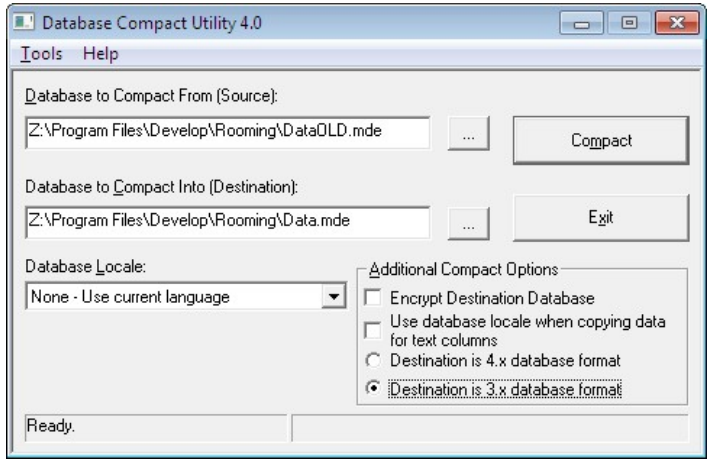
1. Ask all users ti quit Rooming'it. If you are running Rooming'it as a basckground task on a server, make sure all process are stopped on that server.

2. Do a backup of your database file Data.mde on your network.
Rename that corrupted database as DataOLD.mde for example.

3. Start the utility JetComp.exe and select your database DataOLD.mde



4. Fill in the field « Database to Compact Into (Destination) »
with the name Data.mde (enter it with your keyboard, do not use the select button)



5. Select the Additional Compact Options **« Destination is 3.x database format »** then click on [Compact]

6. Restart Rooming'it to check if the repairing process has worked fine.